

Overton Church of England Primary School

Minutes of the Virtual Full Governing Body Meeting Held on Tuesday 6 February 2024 at 6.15pm

Present: Dr John Mitchell (JM) Chair of Governors
Mrs Fiona Wyeth (FW) Headteacher
Mr Sam Burrows (SB)
Mr Warren Glew (WG)
Rev James Russell (JR)
Mr Richard Stedham (RS)
Mr Rob Zealley (RZ)

Apologies: Mrs Beth Gough (BG)
Prof Andy Tolmie (AT)

In attendance: Mrs Flavia Coleman Clerk

		Action
1.	<p>Welcome and apologies The Chair opened the meeting at 6.19pm and welcomed everyone.</p> <p>JR led a prayer.</p> <p>Apologies for absence were received and accepted from Beth Gough and Andy Tolmie.</p> <p>Apologies from the Business Manager, Mike Nicholls, and from Lisa Mackrill, Assistant Headteacher, were noted.</p>	
2.	<p>Declarations of pecuniary interest Governors were invited to declare any pecuniary interests in any of the agenda items. No declarations were made.</p>	
3.	<p>Previous meetings – FGB 5 December 2023</p> <p>3.1 – Approval The minutes of the Full Governing Body meeting held on 5 December 2023 were agreed as a true and accurate record and will be signed 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: ongoing.</p> <p>Declarations/confirmations on GovernorHub: those governors whose declarations and/or confirmations on GovernorHub are still outstanding were reminded to do so as soon as possible.</p> <p>Review of website compliance: completed and the report to be sent to the Clerk for circulation.</p> <p>Governor recruitment: RZ will take filling the remaining Parent Governor vacancy forward with the Headteacher.</p> <p>Review of information on ethos and values on the website: ongoing.</p> <p>Expenditure on premises staff: it was noted that confirmation of where this is reflected in the 'O' code budget was included in the minutes of the Resources Committee meeting held on 18 January.</p> <p>Filtering and monitoring: it was believed that BG had discussed this with the</p>	<p style="text-align: center;">JM/RS</p> <p style="text-align: center;">RZ/JR/RS</p> <p style="text-align: center;">JM</p> <p style="text-align: center;">RZ/FW</p> <p style="text-align: center;">JR/BG</p>

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	<p>Business Manager. It was explained that the purpose was to ensure that children were protected from accessing inappropriate information on websites and, at the same time, teaching them to take responsibility for this for themselves. The school's IT provider provides a monthly report showing how many inappropriate sites have been accessed.</p> <p>Circulation of slides from training on the Effective Use of Pupil Premium: ongoing.</p> <p>Any other actions had either been completed or were covered by the agenda for the meeting.</p>	BG
4.	<p>Headteacher's Report</p> <p>The Headteacher gave a verbal report and advised:</p> <ul style="list-style-type: none"> • The school had been approached by Lordsfield Swimming Club about involving the children in designing the artwork to use on the replacement fencing around the swimming pool to raise awareness of the risks of people walking through the school. • The Business Manager would be leaving at Easter and this provided an opportunity to review the structure of the admin team and how the advertisement of the vacancy should be framed. • The planning application for the pre-school would be considered by the Basingstoke & Deane Borough Council planning committee in March. The Chair of the play group has been asked to respond to the two questions which have been put forward and the school will review the objections to correct and respond to any misinformation. • The application for the change of use to the playing field has been approved. • The final report from the LLP visit in January is awaited but verbal feedback was included in the minutes of the Curriculum Committee meeting held on 22 January. <p>Any other matters to report were included in the minutes of the Curriculum and Resources Committees.</p>	
5.	<p>Committee Reports</p> <p>5.1 Resources Committee</p> <p>Minutes of the meeting held on 18 January had been circulated before the meeting. RZ highlighted the following:</p> <ul style="list-style-type: none"> • The budget paperwork had been discussed due to changes to the cleaning and catering contracts. • An internal controls monitoring visits will take place next term. • The benchmarking data showed that the school appeared to be well positioned in comparison to other schools. • The Business Manager had provided a premises report. Work to address the drainage issues at the rear of the hall are to be carried out over half term and discussions with Lordsfield Swimming Club about works to upgrade the pool are being held. The security and cleaning contracts appear to be working well but grounds maintenance continues to be an issue and quotes for grass cutting, to ensure value for money is achieved, are being sought. • With the transfer to Pabulum, the new catering provider, the school now has responsibility for the kitchen equipment. • The termly health and safety returns are being completed and RZ will carry out the annual walk round next term. • Currently, there are no children with Child Protection plans. 3 Inter-Agency Referrals have been made and are now closed. • The Headteacher had discussed absence with the 7 members of staff who had hit 	

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<p>the trigger point of 6 days of absence over two or more occasions in the past 12 months.</p> <ul style="list-style-type: none"> • A Freedom of Information request about biometric equipment in school had been received from the BBC, which the Business Manager would reply to. • Performance management reviews for the support staff have been completed and the return submitted. • A Parent Council or governor/parent meetings on Zoom, at times to make it convenient for parents to attend, are being considered and the Headteacher will take this forward. The Chair and SB indicated that they would be happy to be involved. It was noted that a parent survey was due to take place but, as the school is in the Ofsted window and this might coincide with the Ofsted parent questionnaire, it was agreed that the school's survey should be deferred to next year. <p>The committee's recommendation that changes to the following policies in the Manual of Personnel Practice should be agreed was approved:</p> <ul style="list-style-type: none"> • Procedure for the ending of fixed-term contracts • Redundancies and restructures policy • Sickness absence policy <p>5.2 Curriculum Committee</p> <p>Minutes of the meeting held on 22 January had been circulated before the meeting and RS highlighted the following:</p> <ul style="list-style-type: none"> • The Excellence Teams have reviewed their key areas and the impact of actions on data, pupil attitudes and staff development. Each team is working on their key area for 2024/25, for completion by the end of April, and budget bids are being prepared. • The Headteacher will send out the governors' section of the Excellence Plan for review. • It was noted that the subject leaders' presentation of their plans to governors last year had been very successful and agreed that this should be repeated for the May FGB meeting, which would start at approximately 5pm. • The committee had discussed the key points from the LLP visit on 10 January, which had focused on adaptive teaching and meeting the needs of the bottom 20% of children. Feedback on teaching, the learning environment and learning behaviour, as well as behaviour overall, had been very positive. • The Phase Leaders' report on pupil conferencing on Spiritual, Moral, Social and Cultural development and Relationships and Sex Education had been circulated and staff are to be commended for the detail. • This year's cohort of 8 School Direct trainees is progressing well in their second placements and WG was due to observe them over the next two weeks. • The Headteacher had hosted a meeting on different routes into headship with 4 Headteachers and she and WG are leading the Basingstoke and Deane cohort on ECTs. • The agenda for staff development meetings this term, which all governors are welcome to attend, has been circulated. These are a useful aid to understanding of the leadership priorities. • The Worship Ambassadors programme is progressing well. • A SIAMS inspection is expected after half term. • A child with special educational needs is receiving alternative provision at a cost of approximately £20k per annum and the LA has agreed to fund the difference between the school's contribution of the first £6k and the actual cost. It is expected that refunds of both last year's and this year's costs will be provided. • The demands on the Inclusion Manager's workload continue and the employment 	FW

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	<p>January.</p> <p>9.2 Feedback and Actions from Whole Governing Body Training The actions from the session on Effective Governance on 5 December had been circulated before the meeting.</p> <p>It was noted that there is some work to do in preparation for the expected Ofsted inspection and the Chair will re-circulate the “Questions Ofsted might ask” document as a refresher.</p> <p>It was also noted that some of the actions could be added to the governors’ area of the Excellence Plan.</p> <p>As two new governors have joined the governing body recently, it was suggested that a skills audit should be carried out and RS will take this forward.</p> <p>9.3 In-house training on data Due to the number of apologies, it was noted that the session planned for 31 January had been cancelled and that new dates would be circulated. Post-meeting note: the session has been re-arranged for 13 March.</p>	<p>JM</p> <p>RS</p>
10.	<p>Governor Visits Feedback from governors on their reports from their recent visits, which had been circulated before the meeting, was noted as follows:</p> <ul style="list-style-type: none"> • Whole School and Classroom Collective Worship: JR advised that the whole school collective worship had been excellent, with a good mix of visual input and discussion and that observation of the collective worship in the classroom showed this being put into practice. • Y5/6 Carol Concert RZ advised that the concert at St Mary’s Church had been enjoyed by all the parents, children and staff who had attended and that it was pleasing to see that all the children had the opportunity to take part. • Young Voices RZ advised that the event at the O2 had been very enjoyable and very well organised. The concert itself could be viewed on YouTube. • Pabulum RZ advised that, from his observation of the new lunchtime arrangements, there was little sign of any teething problems following the change of provider to Pabulum and that he was very impressed by what he had seen. A further visit will be carried out once planned further changes have been implemented. • LLPR RZ advised that he had observed the learning walk as part of the LLPR on 10 January. Robust discussions had taken place after each lesson observation in each of the classes visited. • Learning Walk In AT’s absence, his report on his learning walk with the Headteacher was noted. 	
11.	<p>Correspondence There were no items of correspondence to note.</p>	
12.	<p>Any Other Business The Headteacher advised that the error on the procurement card for the Amazon subscription had now been corrected.</p>	

		Action
	Date of Next Meeting The next meeting will take place in school on Tuesday 19 March 2024 at 6.15pm.	

The meeting closed at 8.02pm

Signed: (Chair of Governors) Date:

Action Report – 6 February 2024

Ref	Action Report	Action	Status
17.03.22	4 – Headteacher's Report	JM and RS to review and update governor job descriptions.	Ongoing
10.10.23	2.2 – Declarations of pecuniary interest	ALL to update their declarations on Governor Hub.	Ongoing
10.10.23	7.2 – Actions	JM to bring the report on the review of website compliance to the next meeting.	Ongoing
10.10.23	12 – Safeguarding	ALL to confirm on Governor Hub that they have read KCSIE September 2023.	Ongoing
05.12.23	3.2 - Actions	FW/RZ to advertise the vacancy for a Parent Governor in the spring term.	Ongoing
05.12.23	4 – Headteacher's Report	JR and BG to review information on Ethos and Values on the website.	Ongoing
05.12.23	6 – Budget Revision	MN to check where expenditure on premises staff is shown on the 'O' code budget.	COMPLETED
05.12.23	8 – Monitoring Grid	FW to update to reflect the actions completed for this term and move item 32 to item 53. JM to discuss filtering and monitoring arrangements with the Business Manager. RZ to review the impact of Pabulum after the Resources Committee meeting on 18 January.	COMPLETED COMPLETED COMPLETED
05.12.23	11 – Training	BG to send slides from training on the Effective Use of Pupil Premium to the Clerk.	Ongoing
06.02.24	5.2 – Curriculum Committee	FW to send out the governors' section of the Excellence Plan for review.	COMPLETED
06.02.24	7 – Monitoring Grid	RZ to attend the pupil progress meeting 7 February and a further meeting in March, date to be confirmed.	New action
06.02.24	8.1 – Introduction of HSS	ALL governors log in to HSS if	New action

		they had not already done so.	
06.02.24	8.3 – Subscription to clerking service 2024/25	Clerk to advise Governor Services of renewal of subscription.	COMPLETED
06.02.24	9.2 – Actions from WGBT	JM to re-circulate the “Questions Ofsted might ask” document. RS to take skills audit forward.	New action New action