

Overton Church of England Primary School

Minutes of the Full Governing Body Meeting

Held on Tuesday 11 July 2023 at 6.15pm

Present:	Dr John Mitchell (JM) Mrs Fiona Wyeth (FW) Mr Warren Glew (WG) Mrs Beth Gough (BG) Rev James Russell (JR) Mr Richard Stedham (RS) Mr Rob Zealley (RZ)	Chair of Governors Head Teacher
Apologies:	None	
In attendance:	Miss Lisa Mackrill (LM) Prospective Parent Governors Mrs Flavia Coleman	Assistant Head Teacher Observers for items 1-6.3 Clerk

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1.	<p>Welcome and apologies</p> <p>The Chair opened the meeting at 6.25pm and welcomed everyone and, in particular, the prospective Parent Governors. Introductions were made.</p> <p>JR led a prayer.</p> <p>There were no apologies for absence.</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>	
3.	<p>Previous meetings – FGB 16 May 2023</p> <p>3.1 – Approval</p> <p>The minutes of the Full Governing Body meeting held on 16 May 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>Governors’ social event: ongoing.</p> <p>Parent Council: it was noted that RZ had attended the Parent Council meeting on 18 May and that the Chair would be attending the meeting on 20 July.</p> <p>Any other actions had either been completed or were covered by the agenda for the meeting.</p>	<p>JM/RS</p> <p>BG</p> <p>JM</p>
4.	<p>Safeguarding</p> <p>4.1 Safeguarding Audit</p> <p>For the benefit of the prospective governors it was explained that completion and submission of the audit is an annual requirement.</p> <p>The Head Teacher advised that the return, which had been circulated before the meeting, had been checked by WG and the Inclusion Manager, as the DDSs.</p>	

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	<p>The audit was approved unanimously for submission subject to an amendment to q3 vii g on p8 to show that BG had completed training on 3 July 2023.</p> <p>4.2 Keeping Children Safe in Education 2023 A summary of the changes to Keeping Children Safe in Education effective from 1 September 2023 had been circulated before the meeting and was noted.</p> <p>Governors were reminded that they would need to confirm that they had read the new guidance as part of their declarations at the beginning of the autumn term.</p> <p>4.3 Safeguarding Matters The Spring 2023 edition of Safeguarding Matters had been circulated before the meeting for governors' information and was noted.</p>	FW
5.	<p>Monitoring Grid Update The updated grid had been circulated before the meeting and, for the benefit of the visitors, RS explained its purpose in demonstrating to Ofsted that governors are fulfilling their statutory responsibilities and that the requirements of school improvement are being met. It also allows governors to triangulate their observations during visits with the information provided by the Head Teacher and WG.</p> <p>Progress against the actions was noted as follows:</p> <ul style="list-style-type: none"> • Items 10 and 11: <i>To ensure pages on website are updated regularly/Review website meets statutory requirements and is up to date</i>: JM to complete. • Item 32: <i>Internal control check on Purchasing, Payroll, Petty cash</i>: completed. • Item 59: <i>Review Support staff annual pay awards</i>: carried forward as awards have not yet been agreed. • Item 61: <i>Pupil conferencing focusing on Christian ethos of our school and understanding of equality and diversity</i>: FW and WG to do, if possible before the end of term. To be carried forward to September, alongside other pupil conferencing, if this cannot be achieved. 	JM FW/WG
6.	<p>Training For the benefit of the visitors, it was explained that the school pays an annual subscription to Governor Services which allows governors to access as many training courses as they wish as well as one session for the whole of the governing body.</p> <p>It was noted that two twilight training sessions on safeguarding have been arranged for teachers on 6 and 13 September and for support staff on 2 October from 9am-12 noon which governors were also invited to attend. All sessions will be delivered by an external provider.</p> <p>6.1 Training Booked/Undertaken BG has completed safeguarding training and has also booked on a follow up session and a session on the effective use of Pupil Premium in the autumn term.</p> <p>6.2 Date and Topic for Whole Governing Body Training Following discussion, and in view of the hope that new governors would be appointed, it was agreed that a session on Effective Governance should be arranged for January. RS will contact Governor Services to make the arrangements.</p> <p>Post-meeting note: a session on 5 December at a time to be confirmed has provisionally been booked.</p> <p>6.3 Date and topic for in-house training</p>	All RS

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	WG will deliver a session on data once validated year-end data and the dashboard are available.	WG
	All the prospective governors were thanked for attending the meeting, which, it was hoped, had given them an insight into the governor's role, and left at 6.50pm. RZ will follow up with them to gauge how many wish to progress their applications.	RZ
7.	<p>Head Teacher's Report</p> <p>The Head Teacher's written report had been circulated before the meeting and the following noted:</p> <p>Attendance</p> <p>At 95.13% for the year up to 30 June, compared to 93% for 2021-2022, attendance is improving. This reflects the hard work that has already been put in but there is still more to do to set expectations. The need for fixed penalty notices for unauthorised absence may be considered, as well as evidence to support long-term sickness absence. The Attendance Policy has been revised to include this from September 2023.</p> <p>Staff Absence</p> <p>The number of days absence for the LSAs has been impacted by two members who are on long-term sickness leave but the number of days lost due to unpaid leave (44) has affected the ability to provide cover and both WG and the Inclusion Manager have been called upon.</p> <p>In addition, the recent strikes have impacted the children's attainment and progress as, despite efforts to accommodate the absences, the classes where teachers are on strike have had to close.</p> <p>Q. Are there any similarities with other schools?</p> <p>A. Some absences do follow the same pattern as elsewhere.</p> <p>Q. How many LSAs are there?</p> <p>A. Between 14 and 17, and 19 teachers.</p> <p>Safeguarding</p> <p>The reports up to the end of June showed that there were 3 children with Child Protection Plans. Two children were taken into Local Authority care after Inter Agency Referral Forms (IARFs) were submitted by the school.</p> <p>Health & Safety</p> <p>A fire drill took place on 27 June and a lockdown drill was planned for the following week.</p> <p>Aspire Teaching Alliance</p> <p>There are 9 School Direct trainees for September.</p> <p>Parental Engagement</p> <p>The school has worked hard to engage with parents and to change perceptions so that parents are assured that it has their interests at heart.</p> <p>There was a 66% return rate to the recent survey and, overall, responses were generally positive.</p> <p>Parents were asked for their feedback on the changes made to the 3 key issues raised last year and 79.3% reported an improvement in behaviour, 81.9% reported</p>	

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<p>an improvement in communication and 78.5% reported an improvement in access and engagement.</p> <p>Parent assemblies and staff led after school clubs have made a difference and have been well received.</p> <p>Of the 69 responses to the question “Bullying is dealt with quickly and effectively”, 68% agreed or strongly agreed. This was lower than the responses to most of the other questions and is something that the school would like to be better. There is some uncertainty about how to improve parents’ perceptions that the school has not dealt with issues involving their child effectively as there is a clear behaviour policy in place. It may be that the term “bullying” has been misunderstood or misinterpreted, but the school would like to understand how behaviour could be dealt with more effectively.</p> <p>Staff Wellbeing</p> <p>The school continues to monitor this closely through face-to-face conversations and through conversations between staff and leadership team and staff are regularly encouraged to share any concerns or if they have encountered any issues</p> <p>INSET Days 2023/24</p> <p>The following dates were approved and topics noted:</p> <ul style="list-style-type: none"> 1 September 2023 - Gymnastics 2 October 2023 - Teaching and learning 6 November 2023 - Art 15 April 2024 - PE focusing on games 24 June 2024 - Let’s Think in English review <p>There has been a change of focus from this year’s focus on English. The outcomes of the staff evaluation of the impact of Let’s Think in English, where the most important impact on pupils and the most important changes to teaching had been identified.</p> <p>Monitoring of Behaviour, Accidents and Bullying</p> <p>There have been no exclusions, suspensions or racial incidents this year. The accident rate is consistently low with only minor bumps and grazes and there has been a significant drop in accident rates due to the impact of a reduced number of children using the playgrounds at any one time due to the staggered play and lunchtimes. The daily accident rate on the playground, which dropped after autumn 1, is just over 3 or 4 each day (with the exception of Spring 1 where it was 7).</p> <p>Those children with more challenging behaviour are receiving additional support and have Behaviour Support Plans in place.</p> <p>SEND</p> <p>The Inclusion Manager’s very detailed and comprehensive report, which included a comparison between the school’s and the national data, was noted. There are 65 children on the SEND register; 60 with ‘SEN Support’ provision, which includes 1 child awaiting a draft EHCP and 1 child with an EHCP request to assess submitted, and 5 with EHCP provision.</p> <p>Governors expressed concern about the Inclusion Manager’s workload and the Head Teacher advised that, although additional time had been added to her working hours, she does not want any more and, despite the significant demands, there is very little</p>	

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<p>of her current role that could be allocated to other staff. To reduce workload, Attendance and Child Protection conferencing has been carried out by the Head Teacher and a data tracking system has been devised by WG to support the evidence of impact for children with SEND and/or Pupil Premium.</p> <p>Q. Are there any children with a high level of need coming into YR in September?</p> <p>A. It is likely that there will be some.</p> <p>Attainment and Progress</p> <p>A governor noted that not all the percentages on the end of year data circulated before the meeting added up to 100% and the Head Teacher explained that this is because of the number of children joining or leaving the school during the course of the year. The formula for calculating boys' writing will be reviewed, however.</p> <p>It was noted that there is still a considerable gap between the number of children achieving ARE in reading and writing, despite the amount of work that has been put in to narrow it. The Head Teacher advised that it takes time for this to become evident but, although it may not be reflected in the data, the children are making progress and a number of them who were below ARE are now almost at ARE. Covid lockdowns will also have had an impact on some year groups where the children will have missed the fundamentals that reading and writing will have been built on.</p> <p>The Head Teacher added that more rigorous measures will be in place from September to show that the children's books reflect the work being put in so that this can be discussed at pupil progress meetings and can be followed up. Governors would be able to hold the school to account to ensure that the data reflects what they observe during their visits.</p> <p>The progress being made by Pupil Premium children, where 18 of the 66 children eligible for the funding are also on the SEND register, was also noted.</p> <p>The following questions were raised:</p> <p>Q. Why have no children in YR achieved greater depth in Reading, Writing or Maths?</p> <p>A. Because there is no requirement for this to be recorded; children have either met or not met the standard and there is no exemplification material to show what constitutes greater depth.</p> <p>Q. What happened in Writing in Y2 (32.8% below ARE)?</p> <p>A. The figure is the outcome of moderation at year end, even if there were children on target to achieve ARE earlier in the year.</p> <p>Q. Is girls performing better than boys a national trend?</p> <p>A. Yes, but there are some areas where boys are doing better.</p> <p>SATs Results</p> <p>Details of the outcomes for YR, Y1 Phonics, End of KS1, Y4 Multiplication Tables and End of KS2, which had been released earlier in the day, were distributed, together with comparative data for 2021/22 and 2028/19.</p> <p>The following was noted with regard to the end of KS2 results:</p> <ul style="list-style-type: none"> • 2 children with significant SEND did not sit the tests • A child who arrived from overseas in February only took the Maths test • The outcomes for Reading, Writing and Grammar, Punctuation and Spelling are 	

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	<p>for 53/56 children</p> <ul style="list-style-type: none"> • The outcomes for Maths are for 54/56 children • 72% achieved ARE+ for Reading, Writing and Maths combined, compared to 59% nationally • The percentage of children achieving ARE+ in Reading (85%, compared to 73% nationally) was very pleasing and above the percentage for 2021/22 (82%). • The outcomes for Maths (80%, compared to 73% nationally) was slightly down on 2021/22 (86%) • The outcomes for ARE+ in Writing (72% and 68% out of a cohort of 56) were in line with 2021/22 and were just above the national average of 71%. <p>Other results:</p> <ul style="list-style-type: none"> • 50% of Y4 scored 25/25 in the multiplication tables check, double the outcome last year, and the average score was 21.8. • 90% of Y1 achieved the standard in the phonics test, compared to 68% last year and showed that the new scheme was having an impact. • The end of KS1 results were very pleasing, particularly in Reading and Maths. In Reading, 87% achieved ARE+ and 28% greater depth, while in Maths, 84% achieved ARE+ and 26% greater depth. 	
8.	<p>Policies</p> <p>The following policies had been circulated before the meeting:</p> <ul style="list-style-type: none"> • Attendance <p>The policy had been updated to reflect the changes to the school day and was approved without amendment. It also included information about seeing evidence of absence.</p> <ul style="list-style-type: none"> • CCTV <p>The new policy had been developed as CCTV is to be installed to address the recent incidents of anti-social behaviour and was based on the HCC model policy, personalised to the school.</p> <p>The policy was approved without amendment and it was noted that the repairs to the equipment damaged during the incidents have been completed.</p> <ul style="list-style-type: none"> • Directed Time <p>The policy had been updated to reflect the revisions to pupil contact time and was approved without amendment.</p>	
9.	<p>Update on Academisation</p> <p>JR advised that he has spoken to Rob Sanders at the Diocese and a policy is to be produced once the restructuring currently underway has been completed.</p> <p>The Head Teacher advised that UniWAT, who had given a presentation to the governing body earlier in the year, had asked if any further progress had been made and will also pursue the issues with the Diocese.</p>	
10.	<p>Chairman's and Clerk's Items</p> <p>10.1 Update on Governor Recruitment</p> <p>Covered earlier in the meeting.</p>	
11.	<p>Governor Visits</p> <p>RS's report on monitoring of meal and break time provision had been circulated before the meeting and was noted.</p> <p>RS commented on how impressed he had been with the connectivity between the children and the staff.</p>	

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12.	<p>Meeting Dates for 2023/24 A draft meeting schedule for 2023/24 had been circulated before the meeting and approved, subject to the following:</p> <ul style="list-style-type: none"> The meeting on 5 December to take place at 10am The first meeting of the spring term to take place on 6 February. <p>The committees were asked to arrange all their meetings in advance so that each committee member could attend the other's meeting if they wished.</p> <p>It was noted that the first meeting of each term would be virtual and the second face to face in school.</p>	
13.	<p>Correspondence There were no items of correspondence to note.</p>	
14.	<p>Any Other Business Cleaning Contract The proposal to cancel the contract with the cleaning company and for the school to employ its own staff had been discussed at the Resources Committee and the Business Manager advised that the process to move the staff across under TUPE would be set up in the autumn term.</p>	
	<p>Date of Next Meeting The next meeting will take place on Tuesday 10 October 2023 at 6.15pm – virtual meeting.</p>	

The meeting closed at 8.10pm

Signed: (Chair of Governors) Date:

Action Report – 11 July 2023

Ref	Action Report	Action	Status
17.03.22	4 – Head Teacher's Report	JM and RS to review and update governor job descriptions.	Ongoing
17.05.22	8 – Monitoring Grid	RS to arrange the visit to monitor play provision at break times.	Completed
16.05.23	1 – Excellence Team presentations	RS to write to the team members to thank them for their presentations.	Completed
16.03.23	6 – Monitoring Grid	ALL to consider a topic for in-house training to support the governors' role and bring these to the next meeting	Completed
16.05.23	4.2 – Matters Arising	RZ and JM to attend the Parent Council meeting on 18 May.	Completed
16.05.23	6 – Academisation Update	JR to follow up with the Diocese about when information could be expected.	Completed
16.05.23	9.1 – Update on Governor	JM to arrange meetings with those	Completed

	Recruitment	who had expressed interest in joining the governing body.	
16.05.23	10.2 – Whole GB Training	All to consider a topic for discussion at the next meeting.	Completed
16.05.23	13 – Any Other Business	FW to bring the results of the Parent Survey on the impact of changes to the school week to the next meeting.	Completed
11.07.23	3.2 – Matters Arising	JM to attend the Parent Council meeting on 20 July.	New action
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.	New action
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.	New action New action
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.	New action New action
11.07.23		RZ to follow up with the prospective governors to gauge how many wish to progress their applications.	New action