

Overton Church of England Primary School

Minutes of the Full Governing Body Meeting

Held on Thursday 2 October 2025 at 6.15pm

Present:	Dr John Mitchell (JM) Mrs Fiona Wyeth (FW) Mrs Beth Gough (BG) Rev James Russell (JR) Prof Andy Tolmie (AT) Mr Rob Zealley (RZ)	Chair of Governors Headteacher
Apologies:	Mr Oli Rodi (OR)	
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 6.20pm and welcomed everyone. Rev James Russell led a prayer.</p> <p>Apologies for absence were received and accepted from Oli Rodi.</p> <p>It was noted that Sam Burrows had resigned as a Parent Governor.</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>Governors were also reminded to update their declarations of interest on GovernorHub and to confirm that they had read KCSIE 2025.</p>	All
3.	<p>Election of Chair and Vice-Chair</p> <p>The Clerk took the Chair for this item.</p> <p>3.1 Election of Chair</p> <p>Nominations were invited and JM confirmed his willingness to stand for a further year. No other nominations were made and JM's reappointment was therefore approved unanimously.</p> <p>3.2 Election of Vice-Chair</p> <p>Nominations were invited and RZ confirmed his willingness to stand for a further year. No other nominations were made and RZ's reappointment was therefore approved unanimously.</p> <p>JM resumed the Chair for the remainder of the meeting.</p>	
4.	<p>Committee Membership and Election of Committee Chairs</p> <p>4.1 – Curriculum Committee</p> <p>Membership was confirmed as follows: Beth Gough (Chair), Oli Rodi, Andy Tolmie, John Mitchell, Fiona Wyeth</p>	

		Action
	<p>4.2 – Resources Committee Membership was confirmed as follows: Rob Zealley (Chair), James Russell, John Mitchell, Fiona Wyeth</p> <p>4.3 – Pay Committee Membership was confirmed as follows: John Mitchell (Chair), Beth Gough, Rob Zealley</p> <p>4.4 – Head Teacher's Appraisal Committee Membership was confirmed as James Russell, Andy Tolmie</p>	
5.	<p>Statutory Appointments/Governor Links to Excellence Plan/Governors with Special Responsibilities Appointments were agreed as follows:</p> <ul style="list-style-type: none"> • Development Training Governor – Oli Rodi • Forum Representative – John Mitchell • Child Protection/Safeguarding Governor – Beth Gough, with support from other governors • Health & Safety Governor – Rob Zealley • SEND Governor(s) – Beth Gough, Andy Tolmie • Monitoring Grid Governor – Oli Rodi • Councils and Communication Governor(s) – John Mitchell • Parent Council – Oli Rodi 	
6.	<p>Previous meeting – FGB 10 July 2025</p> <p>6.1 – Approval The minutes of the Full Governing Body meeting held on 10 July 2025 were agreed as a true and accurate record and will be signed electronically by the Chair.</p> <p>6.2 – Matters Arising and Action Report Action Report: List of former governors: ongoing. Report on website audit to be sent to FJ: ongoing. Date for monitoring visit on safeguarding culture: the Headteacher and Business Manager to arrange a date with Beth Gough. Structuring of the new governor secure area: it was agreed to continue to use GovernorHub for the immediate future.</p> <p>Any other actions had either been completed or were covered by the agenda for the meeting.</p>	FW JM FW/FJ/BG
7.	<p>Headteacher's Verbal Report The Headteacher advised that all matters were covered by the minutes of the Curriculum and Resources Committee meetings which had been circulated before the meeting.</p> <p>It was noted that the Headteacher had previously advised governors of her decision to resign at the end of the academic year and that this would be discussed separately later in the meeting.</p>	
8.	<p>Committee Reports</p> <p>8.1 Curriculum Committee Minutes of the meeting held on 23 September had been circulated before the meeting and BG highlighted the following key points:</p> <ul style="list-style-type: none"> • Agendas for Staff Development meetings for the autumn term have been finalised 	

	Action
<p>and circulated to governors.</p> <ul style="list-style-type: none"> • The INSET day on 29 September would focus on spelling and a new IT platform, Spelling Shed. Log in information is being circulated to parents. Athletics training, linking with the PE training last year, will take place in the afternoon. • Governors were encouraged to attend at least one Staff Development meeting and one INSET day this year and BG will develop a suggested plan. • The Headteacher suggested governors attended the LLP visit on 16 October and AT agreed to attend. • The Headteacher continues to lead on the Basingstoke and Deane cohort of 30 ECT Year 1 (their fifth cohort) and their mentors. There have been 145 ECTs and 110 mentors in the past 5 years. • The new writing framework has been published and will be a key focus for Ofsted inspections. • The National Year of Reading takes place in 2026. This is a DfE initiative, in partnership with The National Literacy Trust (NLT) who will distribute over 72,000 new books to children in areas with high poverty rates to support positive reading habits at home, via its community hubs. Schools have been asked to encourage children and parents to join the summer reading challenge at their local library and, as the Headteacher has concerns about the lack of parental involvement in children's reading, ways of improving engagement will be discussed at the Parent Council. • Revised guidance on 'Relationships Education, Relationships and Sex Education (RSE) and Health Education', which will come into force 1 September 2026, has been received. • Ofsted has published a new report that shares insights into how 'early adopter' schools and further education colleges across England are integrating generative artificial intelligence (AI) into teaching, learning, and administration. • Collective Worship Ambassadors are to be appointed and BG and JR will carry out a monitoring visit in November. • A child with special educational needs is receiving alternative provision and a further two are on reduced timetables. There are two tribunals going ahead. The Inclusion Manager's workload is significant but it is hoped that this will be more settled by half term. The governing body will continue to monitor the situation and provide support where necessary. • 77 children are eligible for Pupil Premium funding. • Attendance for 2024/25 was 96.05%, in line with the target of 96%+. 5 penalty notices have been issued for family holidays which were not approved. Attendance letters were sent out to parents if their child's attendance was below 95% in July and it is believed that the steps being taken are having an impact. • Take up of school meals has increased and the children are enjoying them. • The AI and Directed Time policies had been circulated and will be uploaded to the website. All other policies within the committee's scope remain unchanged with the exception of the Behaviour policy which was updated to reference CPOMS as the school's recording system. • A school communication regarding forthcoming changes to the safeguarding requirements in the EYFS framework has been issued. Changes include the need for a member of staff with a valid paediatric first aid certificate to be in the room when children are eating and the sharing of information about any special dietary requirements, preferences, food allergies and intolerances and any special health requirements that a child has with all staff involved in the preparing and handling of food. <p>The committee's next meeting is on 21 January 2026 at 9am.</p> <p>8.2 Resources Committee</p>	<p>BG</p>

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	<p>Minutes of the meeting held on 24 September had been circulated before the meeting and RZ highlighted the following key points:</p> <ul style="list-style-type: none"> • A small amount for the modular build will be transferred from the 'D' (School Direct) budget to the 'O' (School) budget and the budget will then be closed. Governors were asked to approve the proposal to reinstate the 'D' budget for the nursery, where £19k has been transferred as a contingency, and this was agreed. • Changes to the way pro-rata payment of TLR awards is calculated now allow part-time teachers to be paid on their level of responsibility, rather than their contracted hours. Governors were therefore asked to approve the proposal to award a full TLR to the 0.7fte Inclusion Manager and this was agreed. • A number of building works were carried out over the summer. • The report from the electrical inspection, which graded some installations as unsatisfactory, was disappointing and a response from Property Services, who led the project to replace the electrics in 2019, is awaited. • A quote of approximately £3.5k for under floor pipework to resolve the ongoing issues with the steam oven in the kitchen has been received. A quote for an electric steam oven has been requested and the two quotes will be compared once this is received. • The nursery is now up and running and is fully staffed, with the final appointment for 30 hours per week working 12.00-6.00pm 52 weeks a year made. The staff member concerned started on 1 October. • A barrier to ensure secure access to the nursery car park is due to be installed in October and a design for the play area is awaited from Timotay. • The OSA may be asked to raise funds for the replacement of the viewing platform for the pond and for new PE and outdoor play equipment. • The Chair has been asked to intervene in discussions with OFC over the cost of the hire of the football pitch. • The Headteacher is to ask Lordsfield for reimbursement towards the increase in the water bill, which increased by £1,500 in the summer. • Changes to the fire service's response to fire alarms, whereby the service will not attend if the fire alarm sounds between 8am and 6pm unless a 999 call has been made to confirm that there is a fire, have been communicated to Wings and the security company. • Key changes to Keeping Children Safe in Education have been noted and changes to the DBS checking process have been implemented. • A minor data breach was reported to the ICO and has now been resolved. • Staff have been asked to respond to a proposal for a wellbeing day. The committee supported this approach and hoped it would be well received. <p>The committee's next meeting will take place on 26 January at 9am.</p>	
9.	<p>Finance</p> <p>9.1 'O' (School) Budget</p> <p>The income and expenditure report for August had been circulated before the meeting.</p> <p>A governor had queried a commitment of £26k for Modulek under code 3980 (service charges – Premises) and the Business Manager advised that this had been coded incorrectly and has now been reallocated to code 3860 (alterations to buildings).</p> <p>9.2 'D' (Nursery) Budget</p> <p>The 5-year plan had been circulated before the meeting.</p> <p>The Business Manager advised that, although there was a small in-year deficit of</p>	

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	<p>£7,708 and future projections had been based on current numbers, with expressions of interest for next year and active promotion of the facility in the community and social media, numbers are expected to increase, which will help the budget position.</p> <p>As discussed earlier in the meeting, the transfer of £19k from the School Direct budget had allowed a cumulative surplus of £12,277 at year-end to be forecast.</p>	
10.	<p>Monitoring Grid</p> <p>The monitoring grid, which had been updated in line with the new Ofsted framework, had been circulated before the meeting. The aim is to take a more strategic approach in looking ahead.</p> <p>The following was noted in relation to specific activities:</p> <ul style="list-style-type: none"> • 4 – To continue to monitor attainment and achievement in Reading, Writing and Maths: governors were invited to attend the pupil progress meetings taking place on 13 and 15 October. AT will attend the meeting in autumn 2 if he is available. • 13 – LLP visit: as noted earlier, AT will attend. • 22 – KS1 Christmas performance: BG will attend. • 26 – Observe Heartsmart lessons: BG will attend. • 31 – Evaluate school dinner provision: BG. 	
11.	<p>Policies for Approval</p> <p>The following policies had been circulated before the meeting and were approved without amendment:</p> <ul style="list-style-type: none"> • Child Protection policy – HCC model policy, personalised to the school • Safeguarding policy – HCC model policy, personalised to the school • Pay policy – HCC model policy, personalised to the school • Accessibility policy and plan • Directed Time policy <p>It was also agreed to adopt the Manual of Personnel Practice and any in-year updates.</p>	
12.	<p>Chairman's and Clerk's Items</p> <p>12.1 Governing Body membership</p> <p>There are currently vacancies for 3 Co-opted Governors and 1 Staff Governor. The Staff Governor vacancy will be advertised to staff, with the expectation that an appointment can be made at the next meeting.</p> <p>As noted earlier, SB had resigned as a Parent Governor and it was agreed that he should be appointed as a Co-opted Governor for the duration of the Headteacher recruitment process and that he would only attend recruitment meetings.</p> <p>It was also agreed that advertisement of the Parent Governor vacancy should be deferred until after the HT recruitment process has been completed.</p>	<p>FW</p> <p>Clerk</p>
13.	<p>Training</p> <p>13.1 Training Booked/Undertaken</p> <p>To date, no training has been booked or undertaken.</p> <p>In discussion, it was suggested that individual governors consider equality training and training on working with parents.</p> <p>13.2 Date and Topic for Whole GB Training</p> <p>It was agreed that HT recruitment training should be the focus for this year and the</p>	<p>All</p>

		Action
	Chair will liaise with the LLP and Schol Improvement Manager on dates.	JM
14.	Governor Visits AT's reports on YR phonics revision in July and from the review of All Aboard Phonics in action in September had been circulated before the meeting. AT advised that both sessions were very impressive and that another visit had been planned.	
15.	Correspondence No items of correspondence had been received.	
16.	Any Other Business LM was thanked for the summary of the provision of intervention support for Pupil Premium children which had been circulated before the meeting and was noted.	
17.	Impact of the Meeting <i>What have we discussed at this meeting that shows effective governance?</i> <ul style="list-style-type: none"> • All policies and procedures agreed • Monitoring visits and a more strategic approach agreed • Discussion of governing body membership in light of HT recruitment • Topic for Whole GB training agreed • Income and expenditure for the school and nursery noted and approved 	
	Date of Next Meeting The next meeting will take place on Thursday 4 December 2025 at 10.00am.	

The meeting closed at 7.55pm

Signed: (Chair of Governors) Date:

Action Report – 2 October 2025

Ref	Action Report	Action	Status
13.05.25	8 – Chairman's and Clerk's Items	Clerk and FW to consider the most effective way of structuring the new governor secure area.	Completed
02.10.25	2 – Declarations of interest	ALL to update their declarations of interest on GovernorHub and confirm that they had read KSCIE 2025.	New action
02.10.25	6.2 - Actions	JM to send report on website audit to FJ. FW/FJ to arrange date for monitoring of safeguarding culture visit with BG.	Ongoing New action
02.10.25	8.1 – Curriculum Committee	BG to develop a plan for attendance at Staff Development meetings and an INSET day.	New action
02.10.25	12.1 – GB membership	FW to advertise Staff Governor vacancy.	New action

		Clerk to amend SB's governor category to Co-opted Governor	Completed
02.10.25	13.1 – Training	All to consider booking training on equality and/or working with parents.	New action
02.10.25	13.2 – Date and topic for WGBT	JM to liaise with LLP and School Improvement Manager on dates for HT recruitment training.	Completed