

# Overton Church of England Primary School

## Minutes of the Full Governing Body Meeting

### Held on Thursday 10 July 2025 at 6.15pm

<b>Present:</b>	Dr John Mitchell (JM) Mrs Fiona Wyeth (FW) Mr Warren Glew (WG) Mrs Beth Gough (BG) Prof Andy Tolmie (AT) Mr Rob Zealley (RZ)	Chair of Governors Headteacher
<b>Apologies:</b>	Mr Sam Burrows (SB) Mr Oli Rodi (OR) Rev James Russell (JR)	
<b>In attendance:</b>	Miss Lisa Mackrill (LM) Mrs Fran Johnson (FJ) Mrs Flavia Coleman	Assistant Headteacher Business Manager Clerk

		Action
1.	<b>Welcome and apologies</b> The Chair opened the meeting at 6.20pm and welcomed everyone. Beth Gough led a prayer.  Apologies for absence were received and accepted from Sam Burrows, Oli Rodi and Rev James Russell.	
2.	<b>Declarations of pecuniary interest</b> Governors were invited to declare any pecuniary interests in any of the agenda items. No declarations were made.	
3.	<b>Previous meeting – FGB 13 May 2025</b> <b>3.1 – Approval</b> The minutes of the Full Governing Body meeting held on 13 May 2025 were agreed as a true and accurate record and will be signed electronically by the Chair.  <b>3.2 – Matters Arising and Action Report</b> <b>Action Report:</b> <b>Chair and HT discussion on taking academisation forward:</b> to be removed from the action list as this is a standing agenda item. <b>List of former governors:</b> ongoing. <b>Report on website audit to be sent to FJ:</b> ongoing. <b>Date for monitoring visit on safeguarding culture:</b> deferred to the autumn term <b>Tour for AT to see phonics in action:</b> arranged for 15 July.  Any other actions had either been completed or were covered by the agenda for the meeting.	FW JM FW/SB WG/AT
4.	<b>Headteacher's Written Report</b> The Headteacher's written report had been circulated before the meeting and the following highlighted: <b>Attendance</b> At 95.81%, attendance has improved slightly compared to 95.31% in 2023/24 but still	

	Action
<p>needs to be monitored.</p> <p>Attendance in some year groups has been affected by children on reduced timetables.</p> <p><b>Q. Has there been any feedback from parents on the penalty notices and do they have any effect?</b></p> <p>A. 25 penalty notices related to 13 children have been issued, but they have very little effect.</p> <p><b>Staff Absence</b></p> <p>Staff absence is reducing compared to previous years, particularly amongst teachers, and the absence of LSAs, although double that of teachers, has stabilised.</p> <p><b>Safeguarding</b></p> <p>There is one child with a Child Protection Plan and one with a Child in Need plan, with another closed on 18 March.</p> <p>There is now a 9-week delay with Early Help Hub referrals.</p> <p>The new version of Keeping Children Safe in Education had been issued the previous day but there are very few changes.</p> <p>Training for staff will be set up in September.</p> <p><b>Parental Engagement</b></p> <p>There have been a number of opportunities for parents to come into school to see a range of activities and uptake has been good.</p> <p>107 responses had been received to the questionnaire completed by parents during the Ofsted inspection in March. The percentage of parents agreeing or strongly agreeing with some of the statements had reduced slightly in some areas, but there were also a number of areas where this had improved.</p> <p>Only 53% of parents agreed/strongly agreed that concerns are dealt with properly and, after detailed discussion, governors agreed that this was likely to be due to the way that the statement was phrased and is not an accurate reflection of the position.</p> <p><b>INSET Days</b></p> <p>INSET days were approved as follows:</p> <p>29 September 2025 – Spelling for teachers and Safeguarding for Support</p> <p>3 November 2025 – Lets Think in English</p> <p>23 February 2026 – Neurodiversity, led by Chiltern Way Academy Futures</p> <p>9 March 2026 – Wellbeing</p> <p>A date for the summer term is to be confirmed and may focus on any government announcements on education policy</p> <p><b>Staffing</b></p> <p>The school is fully staffed for September, with 14 classes, and a new teacher in the nursery.</p> <p><b>Behaviour</b></p> <p>Some behaviour continues to be challenging but the number of incidents in Y2 have reduced significantly and this is testament to the work put in by the team, supported by WG and the Inclusion Manager.</p> <p><b>SEND</b></p> <p>The Inclusion Manager had provided a very detailed and comprehensive report.</p> <p>At 78, the number of children on the SEND register, 72 of whom are receiving SEN support, has increased.</p> <p>6 children have an EHCP and, with a further 7 applications at various stages of the process, it is expected that this will also increase.</p>	

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	<p><b>Q. How is the Inclusion Manager managing her workload?</b></p> <p>A. She has been able to delegate some tasks and responsibilities to the Wellbeing Champion/Family Support Worker, who is making a real difference, and this has helped.</p> <p><b>Attainment and Progress</b></p> <p>Internal data shows that attainment has much improved, especially in Reading and Maths. Writing remains a challenge in some cohorts and ways in which this can be improved for some children are being explored.</p> <p>Breakdown by year group shows:</p> <ul style="list-style-type: none"> <li>• Attainment at ARE+ in Reading is 76-92%, with the lowest in Y3</li> <li>• Attainment at ARE+ in Writing is more variable, with the lowest in Y3 (50%) and the highest in Y6 (81%), with 76% in YR, 73% in Y1, 66% in Y2, 74% in Y4 and 70% in Y5</li> <li>• Attainment at ARE+ in Maths is 72–90%, with the lowest in Y3</li> </ul> <p><b>Data</b></p> <ul style="list-style-type: none"> <li>• YR: 73% of children achieved Good Level of Development, well above the national average of 69%</li> <li>• Y1 phonics: 80% achieved the standard</li> <li>• Y4 multiplication tables check: 36.1% scored 25/25, below the national average of 39.7%. The average score of 22.59 was above the national average of 21.15, however.</li> <li>• Y6 SATs: <ul style="list-style-type: none"> <li>○ Reading: 83% achieved ARE+, above the national average* of 75%, with 63% achieving greater depth, well above the national average* of 33%</li> <li>○ Writing: 82% achieved ARE+, above the national average* of 72%, with 13% achieving greater depth, again above the national average* of 12%</li> <li>○ Maths: 83% achieved ARE+, above the national average* of 74%, with 39% achieving greater depth, above the national average* of 26%</li> <li>○ Reading, Writing and Maths combined: 78% achieved ARE+, above the national average* of 62%, with 26% achieving greater depth, well above the national average* of 8%</li> <li>○ Science: 87% achieved ARE+, above the national average* of 82%</li> </ul> </li> </ul> <p>*Unvalidated data</p> <p>It was agreed that all the outcomes were very pleasing, especially in Maths, and staff were to be commended for all their hard work in bringing about these achievements.</p> <p><b>Pupil Premium</b></p> <p>82 children are eligible for Pupil Premium, of which 2 are Service children, 6 are post looked after children and 74 are FSM/Ever 6.</p> <p><b>Finance</b></p> <p>The BC11 for June 2025 had been circulated before the meeting and was noted.</p> <p>The Headteacher was thanked for her very comprehensive and informative report.</p>	
5.	<p><b>Safeguarding Audit</b></p> <p>The completed audit pro-forma had been circulated before the meeting and was approved for submission.</p> <p>The Headteacher advised that replacing WG as DSL would be a challenge for next year as all the current incumbents are non-class based, which provides an opportunity for possible solutions to particular issues to be discussed.</p>	

		Action
	<p><b>Q. Are there any government guidelines as to how many DSLs there should be and what is the process for appointing someone to the role?</b></p> <p>A. There is no optimal number. Candidates have to complete intensive training before they can be appointed.</p>	
6.	<p><b>PE/Sports Premium</b></p> <p>The Headteacher advised that, for the first time, a digital return was required and that the separate sections of the pro-forma, which had been circulated before the meeting, were very time-consuming to complete.</p> <p>As these did not provide any meaningful information, an evaluation report in the same format as had been submitted in previous years had also been completed and published on the website.</p> <p>The digital return was approved for submission.</p> <p>It was noted a return on Pupil Premium funding was also required and, if possible, would be circulated before the end of term.</p>	FW
7.	<p><b>Monitoring Grid</b></p> <p>The updated monitoring grid had been circulated before the meeting. All actions had now been completed.</p>	
8.	<p><b>Update on Academisation</b></p> <p>The Headteacher advised that there was nothing further to report.</p>	
9.	<p><b>Chairman's and Clerk's Items</b></p> <p>Proposed meeting dates for 2025/26 had been circulated before the meeting.</p> <p>Alternative dates for the March and May FGBs had been put forward and it was agreed that the March meeting should take place on 12 March and the May meeting on 20 May.</p> <p><b>Post-meeting note:</b> the date of the March meeting has now been amended and confirmed as 17 March. The updated planner will be circulated and the meetings scheduled in the calendars on GovernorHub and HSS.</p>	Clerk
10.	<p><b>Training</b></p> <p><b>10.1 Training Booked/Undertaken</b></p> <p>It was noted that AT had attended Performance Management training.</p> <p>RZ advised that, although he had booked to attend the virtual training on Understanding Finance, he had been unable to access it.</p> <p><b>10.2 Progress Against Actions from Whole GB Training 22 January</b></p> <p>Progress against those actions that have not yet been completed was noted as follows:</p> <ul style="list-style-type: none"> <li>Review/update the new governor induction pack and add a safeguarding section – in progress</li> <li>DTG to prepare a training plan – ongoing.</li> </ul> <p><b>10.3 Date and Topic for Whole GB Training</b></p> <p>It was agreed to defer this to the next meeting.</p>	<p>SB</p> <p>SB</p> <p>Clerk - agenda</p>
11.	<b>Governor Visits</b>	

		Action
	Reports from OR and AT on monitoring of the SATs processes had been circulated before the meeting and were noted.	
12.	<b>Correspondence</b> No items of correspondence had been received.	
13.	<b>Any Other Business</b> Confidential item.	
14.	<b>Impact of the Meeting</b> <i>What have we discussed at this meeting that shows effective governance?</i> <ul style="list-style-type: none"> <li>• Comprehensive information in the Headteacher's report</li> <li>• Very pleasing SATs outcomes</li> <li>• Approved the safeguarding audit and PE/Sports Premium return</li> <li>• Questioning of attendance rates</li> <li>• Interrogated the Ofsted parent questionnaire and discussed steps that could be taken to address perceptions</li> <li>• Comprehensive report on SEND and children's needs and ways in which workload was being managed.</li> </ul>	
	As this was WG's last meeting before he takes up his new post as Headteacher of Four Marks Primary School, he was presented with a gift and card in recognition and appreciation of his significant contribution to the school and the governing body over the last 18 years and wished well in his new role.  WG, in return, expressed his appreciation of all the support he had received in developing his career and everything he had achieved during his time at the school.	
	<b>Date of Next Meeting</b> The next meeting will take place on Thursday 2 October 2025 at 6.15pm.	

The meeting closed at 7.25pm

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

### Action Report – 10 July 2025

Ref	Action Report	Action	Status
03.10.24	12.2 – GB membership	<b>FW</b> to generate a list of former governors.	<b>Ongoing</b>
06.02.25	6 – Monitoring Grid	<b>JM</b> to send report on website audit to FJ. <b>FW/SB</b> to arrange date for monitoring of safeguarding culture visit in the autumn term.	<b>Ongoing</b> <b>Ongoing</b>
06.02.25	10.2 – Progress against actions from WGBT	<b>OR</b> to monitor progress against outstanding actions. <b>Clerk</b> to add this as a rolling agenda item.	<b>Ongoing</b> <b>Ongoing</b>

		<b>SB</b> to produce training plan.	<b>Ongoing</b>
13.03.25	6 – Monitoring Grid	<b>AT</b> to report on Knowledge Managers SDM.	<b>Completed</b>
13.03.25	10 – Governor visits	<b>WG</b> to arrange a tour for AT to see phonics in action.	<b>Completed</b>
13.05.25	8 – Chairman's and Clerk's Items	<b>Clerk and FW</b> to consider the most effective way of structuring the new governor secure area.	<b>Ongoing</b>
10.07.25	6 – Pupil Premium	<b>FW</b> to circulate the return on Pupil Premium funding.	<b>Completed</b>
10.07.25	9 – Chairman's and Clerk's items	<b>Clerk</b> to circulate the updated 2025/26 meeting planner and add dates to the calendars on GovernorHub and HSS.	<b>Completed</b>
10.07.25	10 – Training	<b>Clerk</b> to add date and topic for WGBT to the agenda for the next meeting.	<b>Completed</b>