

Overton Church of England Primary School

Minutes of the Full Governing Body Meeting Held on Thursday 3 October 2024 at 6.15pm

Present:	Dr John Mitchell (JM) Mrs Fiona Wyeth (FW) Mr Sam Burrows (SB) Mr Warren Glew (WG) Mrs Beth Gough (BG) Mr Oli Rodi (OR) Rev James Russell (JR) Prof Andy Tolmie (AT) Mr Rob Zealley (RZ)	Chair of Governors – via MS Teams Headteacher Left during item 8.2 Via MS Teams
Apologies:	None	
In attendance:	Miss Lisa Mackrill (LM) Mrs Fran Johnson (FJ) Mrs Flavia Coleman	Assistant Headteacher Business Manager Clerk

		Action
1.	<p>Welcome and apologies The Chair opened the meeting at 6.22pm and welcomed everyone.</p> <p>JR led a prayer.</p> <p>There were no apologies for absence.</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> <p>Governors were reminded to update their declarations on GovernorHub if they had not already done so.</p>	All
3.	<p>Election of Chair and Vice-Chair The Clerk took the Chair for this item.</p> <p>3.1 Election of Chair Nominations were invited and JM indicated his willingness to continue in the role for a further year. No other nominations were made and JM was therefore re-appointed unanimously.</p> <p>3.2 Election of Vice-Chair Nominations were invited and RZ indicated his willingness to continue in the role for a further year. No other nominations were made and RZ was therefore re-appointed unanimously.</p> <p>JM resumed the Chair for the remainder of the meeting.</p>	
4.	<p>Committee Membership and Election of Committee Chairs 4.1 – Curriculum Committee Membership was agreed as follows: BG (Chair), AT, JM, OR, FW, WG</p>	

		Action
	<p>4.2 – Resources Committee Membership was agreed as follows: RZ (Chair), SB, JR, JM, FW</p> <p>4.3 – Pay Committee Membership was agreed as follows: JM, BG, RZ</p> <p>4.4 – Head Teacher's Performance Management Committee Membership was agreed as follows: JR and AT, with Richard Stedham to be co-opted for this term as the targets relate to the 2023/24 academic year when he was a member of the governing body and Chair of this committee.</p>	
5.	<p>Statutory Appointments/Governor Links to Excellence Plan/Governors with Special Responsibilities Appointments were agreed as follows: Development Training Governor: SB Forum Representative: JM Child Protection/Safeguarding Governor: to be discussed with SB outside the meeting Health & Safety Governor: RZ SEND Governor: BG Monitoring Grid Governor: OR Councils and Communication Governor: JM Parent Council: JM, AT Pupil Premium Governor: BG</p>	FW/SB
6.	<p>Previous meetings – FGB 9 July 2024</p> <p>6.1 – Approval The minutes of the Full Governing Body meeting held on 9 July 2024 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: Governing Body Self-Evaluation: it was suggested, and agreed, that this could be the topic for the next Whole GB training session. Governors were asked to let SB have details of their availability in January so that arrangements can be taken forward with Governor Services. Breakdown of authorised and unauthorised absence: to be part of the review of the Pupil Premium strategy. Structure and purpose of the Parent Council: it was noted that the Terms of Reference had been amended to include a proviso that meetings will not take place if there are insufficient parents volunteering for the Council.. A reminder of the deadline for responses will be included in the newsletter. Links between the skills audit and training: to be part of the Whole GB training on governing body self-evaluation. Visit report on summer fair: to be completed and circulated to SB and RZ. Community garden project: WG advised that he had discussed the involvement of the Y6 ambassadors in the project with the project representative, who had been invited to a meeting so that this could be discussed further.</p> <p>Any other actions had either been completed or were covered by the agenda for the meeting.</p>	<p>AII/SB</p> <p>FW</p> <p>SB</p> <p>JM</p>
7.	<p>Headteacher's Report The Headteacher gave a verbal report from which the following was noted: Staffing Three new teachers had joined the school, two ECTs and one experienced teacher. All had settled in well. Interviews to appoint an LSA to replace an LSA leaving at half term were due to take</p>	

		Action
	<p>place the following day. It is hoped that the school will be fully staffed once this has been completed.</p> <p>Attainment The YR baseline assessments have been completed.</p> <p>Pay Policy It was agreed that the draft policy, which had been circulated before the meeting, should be approved, pending the publication of the final version.</p> <p>Buildings A meeting had been held with the company which had won the tender for the modular building. The price had been maintained and provisos for landscaping and ecological enhancement have been added to the contract. There are sufficient funds in the School Direct budget to cover the cost of the changes and in the Community budget to cover the cost of furnishings. A programme of works is being developed in readiness for the handover of the building on 1 April 2025. Groundworks will begin in January and an update for parents would be circulated in the following week.</p> <p>Q. Are there any plans to show parents what the finished building will look like? A. We tend to give weekly updates but this could be arranged if there is enough uptake. It was suggested that some marketing of the project might be beneficial to promote parental engagement and this will be considered further outside the meeting.</p> <p>Q. Is governance of the pre-school part of the governors' remit? A. Yes, as it is only the age range of the school that is being adjusted. The process is being discussed with the LA and there will be a separate budget so that income and expenditure can be monitored as part of the Resources Committee's responsibilities.</p> <p>Any other matters would be covered by the reports from the Curriculum and Resources Committees.</p>	
8.	<p>Committee Reports</p> <p>8.1 Resources Committee</p> <p>RZ highlighted the following key points from the minutes of the meeting held on 25 September which had been circulated before the meeting.</p> <ul style="list-style-type: none"> • There were no concerns with the 'O', 'Y' and 'D' code budgets. • A review of the health and safety documentation is to be undertaken and a walkround conducted in the summer term. • Details of the new accounting standard for leasing, which came into effect on 1 April, had been provided. • A considerable amount of building work was underway or had been completed. • The Schools Communication on insurance guidance for bouncy castles and inflatables had been noted and confirmation provided that OSA has the appropriate arrangements in place and had been checked by the Business Manager. • The new CPOMS system is in place. • The number of children with safeguarding profiles is in line with last year. • Sign off of the signature sheets for safeguarding and health and safety training for staff is underway. • The committee's recommendation that the Directed Time policy should be approved was agreed unanimously. • The revised Ofsted inspection framework had been noted. • All those governors who had helped with the Meet and Greet sessions were thanked for doing so and a visit report has been completed. It had been suggested that this take place for each YR cohort in the summer term before they are due to join the school. RZ will attend the meeting for YR parents on 9 October 	RZ

		Action
	<p>at 7pm.</p> <ul style="list-style-type: none"> The next meeting will take place on 29 January at 9am, either on Zoom or face to face. <p>8.2 Curriculum Committee</p> <p>The following key points were noted from the minutes of the meeting which had been circulated before the meeting:</p> <ul style="list-style-type: none"> JM is to file the report from the 2023 audit of the website and carry out this year's audit once the new website has been completed. Paperwork for the Pay Committee to review is to be circulated. The report on pupil conferencing on SMSC and Relationships and Sex Education is to be circulated when completed. Governors were encouraged to attend Staff Development meetings and the INSET days. A child on the SEND register is attending alternative provision and the school is seeking to recover some of the costs this has entailed from the LA. BG is to arrange a monitoring visit with the Inclusion Manager. The attendance leaflet has been completed. The Business Manager will arrange for all communications to parents to be sent to those governors who are not parents. The committee's recommendation that the Music Development Plan, Sport Premium and Pupil Premium strategies should be approved was agreed unanimously. <p>Q. Is there any possibility that OSA could be asked to fund the cost of music tutors or trips to concerts?</p> <p>A. We do not usually ask them to contribute to activities where only a small number of children are involved as their constitution is to provide support for all children.</p> <p>Q. The Pupil Premium funding is £110k but costs total £140k. Is that acceptable?</p> <p>A. Yes. There are a number of children who attract additional funding for vulnerabilities but not all of the £140k costs is taken from the allocation. Pupil Premium children are tracked as a separate group, as well as those whose eligibility change across the year. It would be helpful for governor to attend pupil progress meetings so they can obtain an insight into the process.</p> <ul style="list-style-type: none"> The development of the Forest School approach is a key focus of the Sport Premium and it is hoped that a teacher and LSA can be trained so that it can be rolled out to Ys1-6. <p>JR left the meeting at 7.20pm.</p> <ul style="list-style-type: none"> The annual LLP visit is taking place on 21 October and it would be useful for governors to attend if they are available. New parent tours are taking place from 9am-11am on 22 October and 11 November. 	FJ
9.	<p>Safeguarding</p> <p>9.1 Safeguarding Audit</p> <p>The Resources Committee's recommendation that the safeguarding audit should be approved for submission was agreed unanimously.</p> <p>9.2 Child Protection and Safeguarding Policies</p> <p>The policies, which were based on the HCC model policies, personalised to the school and which had been circulated before the meeting were approved without</p>	

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	<p>amendment.</p> <p>A governor suggested that checks on the potential for families to become homeless during home visits should be considered. The Headteacher will discuss this with the governor concerned outside the meeting.</p> <p>9.3 Keeping Children Safe in Education Governors were reminded to confirm on GovernorHub that they have read and understood KCSIE 2024 if they have not already done so.</p>	<p>FW</p> <p>All</p>
10.	<p>Update on Academisation With the change of government following the general election, the Chair and Headteacher will discuss ways of moving this forward outside the meeting.</p>	JM/FW
11.	<p>Monitoring Grid Update The updated monitoring grid had been circulated before the meeting and was noted.</p> <p>BG and JR will consider a date for governor visits to whole school/church/class worship sessions (item 21).</p> <p>The Headteacher will circulate dates of pupil progress meetings.</p>	<p>BG/JR</p> <p>FW</p>
12.	<p>Chairman's and Clerk's Items 12.1 Adoption of Manual of Personnel Practice It was agreed unanimously to adopt the MoPP and any in-year updates.</p> <p>12.2 Governing Body Membership It was suggested that former governors could be approached to establish if they might be interested in rejoining the governing body to fill the 3 Co-opted Governor vacancies and the Headteacher offered to generate a list.</p> <p>It was noted that the skills and experience needed might become clearer after the governing body self-evaluation session and once the skills audit has been completed.</p>	FW
13.	<p>Training 13.1 Training Booked/Undertaken It was noted that OR had attended the induction training for new governors, which he had found very useful.</p> <p>It was noted that the Chair and AT would be attending the Governor Conference and would feedback at the next meeting.</p> <p>13.2 Date and Topic for Whole GB Training Discussed earlier in the meeting (see item 6.2).</p>	JM/AT
14.	<p>Governor Visits RZ's report on the Meet and Greet sessions for parents had been circulated before the meeting and it was noted that parents had been very appreciative of the governors' presence.</p>	
15.	<p>Correspondence There were no items of correspondence to note.</p>	
16.	<p>Any Other Business It was noted that OSA is currently working to fund an upgrade to the audio-visual</p>	

		Action
	system in the hall. Other projects which the school might wish them to contribute towards will be discussed with staff.	FW/WG
	Date of Next Meeting The next meeting will take place on Thursday 5 December 2024 at 10am	

The meeting closed at 7.43pm

Signed: (Chair of Governors) Date:

Action Report – 3 October 2024

Ref	Action Report	Action	Status
09.07.24	3 – Action Report	JM to scan and upload slides from Pupil Premium training.	COMPLETED
09.07.24	4 – Headteacher’s Report	FW/FJ to consider if a breakdown of authorised and unauthorised absence can be produced.	Ongoing
09.07.24	4 – Headteacher’s Report	SB to attend safeguarding training on 23 September at 9am.	COMPLETED
09.07.24	5 – Open meeting 9 June	OR and SB to look at the structure and purpose of the Parent Council and review ToR.	COMPLETED
09.07.24	8 – Monitoring Grid	RS to update before the end of term.	COMPLETED
09.07.24	10.1 - Training	ALL to look at the criteria from the skills audit and consider how this linked with training.	Ongoing
09.07.24	11 – Governor Visits	OR/JM/RZ to provide a report on the Summer Fair.	Ongoing
09.07.24	14 – Any Other Business	<ul style="list-style-type: none"> • RS to forward contact details for the community garden project leader. • FW to send an annual planner of school events to governors. 	COMPLETED COMPLETED
03.10.24	2 – Pecuniary Interests	ALL to complete declarations on GovernorHub if not already done.	New action
03.10.24	5 – Statutory Appointments	FW/SB to discuss the role of Safeguarding Governor.	New action
03.10.24	6.2 – Actions	<ul style="list-style-type: none"> • ALL to give SB details of their availability in January for the WGBT session. • SB to make arrangements with Governor Services. 	COMPLETED COMPLETED
03.10.24	8.1 – Resources Committee	RZ to attend the meeting for YR parents on 9 October at 7pm.	COMPLETED
03.10.24	8.2 – Curriculum Committee	FJ to arrange for all communications to parents to be sent to those governors who are	COMPLETED

		not parents.	
03.10.24	9.2 – Safeguarding Policy	FW to discuss checks on the potential for families to become homeless during home visits with a governor.	New action
03.10.24	9.3 – KCSIE	ALL to complete the declaration on GovernorHub if not already done.	New action
03.10.24	10 – Update on academisation	JM/FW to discuss moving this forward.	New action
03.10.24	11 – Monitoring Grid	<ul style="list-style-type: none"> • BG/JR to consider a date for governor visits to whole school/church/class worship sessions. • FW to circulate dates of pupil progress meetings. 	New action COMPLETED
03.10.24	12.2 – GB membership	FW to generate a list of former governors.	New action
03.10.24	13.1 – Training	JM/AT to feedback on the Governor Conference.	New action
03.10.24	16 – AOB	FW/WG to discuss projects OSA might be asked to contribute towards with staff.	New action