

# Overton Church of England Primary School

## Minutes of the Full Governing Body Meeting

### Held on Tuesday 13 May 2025 at 6.15pm

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

		Action
	<p><b>Excellence Team Presentations</b></p> <p>The meeting was preceded by presentations from the Excellence Teams on their plans for 2025/26. Copies of each presentation are attached to these minutes.</p> <p>It was noted that attendance at the presentations had been disappointing and suggested that the time at which they are presented is considered for next year.</p>	
1.	<p><b>Welcome and apologies</b></p> <p>The Acting 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 Dr John Mitchell and Prof Andy Tolmie.</p>	
2.	<p><b>Declarations of pecuniary interest</b></p> <p>Governors were invited to declare any pecuniary interests in any of the agenda items. No declarations were made.</p>	
3.	<p><b>Previous meeting – FGB 13 March 2025</b></p> <p><b>3.1 – Approval</b></p> <p>The minutes of the Full Governing Body meeting held on 13 March 2025 were agreed as a true and accurate record and will be signed electronically by the Acting Chair.</p> <p><b>3.2 – Matters Arising and Action Report</b></p> <p><b>Action Report:</b></p> <p><b>List of former governors:</b> ongoing.</p> <p><b>Article for Test magazine:</b> ongoing. <b>Post-meeting note:</b> this has now been completed and the article circulated.</p> <p><b>Report on website audit to be sent to FJ:</b> ongoing.</p> <p><b>Date for monitoring visit on safeguarding culture:</b> in progress.</p> <p><b>Health &amp; Safety check:</b> completed and a report is in progress.</p> <p><b>Report on Knowledge Managers SDM:</b> ongoing.</p> <p><b>Tour for AT to see phonics in action:</b> ongoing,</p>	<p>FW</p> <p>JM FW/SB RZ AT WG/AT</p>

		Action
	Any other actions had either been completed or were covered by the agenda for the meeting.	
4.	<p><b>Headteacher's Verbal Report</b></p> <p>The Headteacher advised that most matters were covered by the minutes of the Resources Committee but highlighted the following:</p> <ul style="list-style-type: none"> <li>• <b>Ofsted</b> – the report from the inspection on 25 and 26 March and notes from the feedback meeting had been circulated. On the basis of the feedback, a staff meeting on adaptation will be held, steps will be taken to ensure phonics is embedded and there will be an increased focus on choral poetry.</li> </ul> <p><b>Q. When will the next inspection take place?</b></p> <p>A. Possibly in another 3-4 years, but this will depend on the outcome of the consultation on the new framework.</p> <ul style="list-style-type: none"> <li>• <b>Catering</b> – the provision from Dolce was going well. The number of children taking meals has increased and an additional member of staff has been recruited. Those governors who are also parents of children at the school reported that feedback from their children was very positive.</li> <li>• James Lingham, Y6 teacher, will be leaving at the end of term and a replacement has been appointed.</li> <li>• The school will be fully staffed in September.</li> </ul>	
5.	<p><b>Committee Reports</b></p> <p><b>5.1 – Resources Committee</b></p> <p>Minutes from the meeting held on 7 May had been circulated and RZ highlighted the following key points:</p> <ul style="list-style-type: none"> <li>• A workaround to address the fault with the maglock/keypad system on the YR main door, which keeps the door locked from the inside and allows the emergency door release to be used in the event of a fire, has been implemented.</li> <li>• Both fire doors have been installed and the colour match will be corrected by the contractor.</li> <li>• The new sound and lighting system, paid for by the OSA, has now been installed in the hall.</li> <li>• The steam oven in the kitchen may need to be replaced if the current ways of addressing the issues are unsuccessful.</li> <li>• Governors were asked to approve the charge of approximately £800 per annum to Overton Football Club for the hire of the pitches each Saturday during the season and this was agreed unanimously.</li> <li>• Nursery – the number of applications for places is very encouraging. To date, 13 have been received, 10 of which are for 50 weeks per annum, and there have also been a number of full day bookings. The recruitment of staff is ongoing. It is planned to hold Open Days once the grounds have been completed, in order to raise awareness in the community.</li> <li>• Safeguarding - 78 children have a safeguarding profile on CPOMS involving 64 families, with 38 open cases. There is one child with a Child Protection Plan, 3 children with Child in Need plans, 3 families have had Early Help contact this academic year with an allocated Family Support Worker and 18 Interagency referrals have been made since the beginning of this academic year.</li> <li>• The amount of staff absence continues to improve.</li> <li>• One minor GDPR breach has been addressed successfully.</li> <li>• Resolving the issues with the Equalities policy highlighted by Ofsted continues to be explored.</li> <li>• Internal Controls – RZ's report on monitoring of payroll, purchasing, petty cash</li> </ul>	

	Action
<p>and banking reconciliation had been circulated before the meeting and was noted. It was noted that the petty cash account is to be closed and procurement cards used for purchasing.</p> <ul style="list-style-type: none"> <li>The committee's next meeting will be on 24 September at 9am.</li> </ul> <p><b>5.2 – Curriculum Committee</b></p> <p>It was noted that the Curriculum Committee had agreed not to meet due to the Ofsted inspection and the feedback received on Curriculum and the presentations from the Excellence Teams. The next meeting will be on 23 September at 8.45am.</p> <p><b>5.3 – Finance</b></p> <p><b><u>2024/25 Year-End Outturn</u></b></p> <p>The year-end outturns for the 'O' (School), 'Y' (Breakfast and After School Clubs) and 'D' (School Direct) budgets had been circulated before the meeting and noted as follows:</p> <ul style="list-style-type: none"> <li>'O' Code: Surplus of £ £388,795 (three hundred and eighty eight thousand seven hundred and ninety five pounds), compared to a surplus of £58,853 (fifty eight thousand eight hundred and fifty three pounds) forecast in the budget approved in May 2025.</li> <li>'Y' Code: Surplus of £186,568 (one hundred and eighty six thousand five hundred and sixty eight pounds) compared to a forecast of a surplus of £28,099 (twenty eight thousand and ninety nine pounds forecast in the budget approved in May 2025.</li> <li>'D' Code: Surplus of £19,985 (nineteen thousand nine hundred and eighty five pounds) compared to a surplus of £25,078 (twenty five thousand and seventy eight pounds) forecast in the budget approved in May 2025. This budget will now be closed and reinstated for the nursery.</li> </ul> <p><b><u>2025/26 Budgets and 5-Year Plans</u></b></p> <p>Draft budgets for 2025/26 and 5-year plans had been circulated before the meeting and the Business Manager highlighted the following key factors which had been considered as part of the planning:</p> <p><b><u>'O' Code</u></b></p> <p>The number on roll remains stable, with 52 children in YR.</p> <p>The introduction of the wellbeing package to replace the teacher absence SLA had resulted in a cost saving.</p> <p>Provision has been made under General Maintenance (code 3740) to cover the cost of the redecoration of Y6 classrooms, shared areas and toilets, Music Room, Community Room and Blossom Room, and window cleaning.</p> <p>The provision of £444,930 (four hundred and forty four thousand nine hundred and thirty pounds) under Alterations to Buildings (code 3860) is to cover outstanding costs for the nursery build. £580k has been transferred from the 'D' code and £72.5k has already been paid towards the total cost of £1.73m. This is approximately £41k over plan due to additional costs, including the rendering, but is not a significant concern. The budget for gas and electricity has been increased by 10% and provision of £14k made for catering equipment and maintenance.</p> <p>£25.5k has been allocated for the purchase of IT equipment (code 4494) to cover the cost of the purchase of 60 new laptops and 8 new desktops due to the need to upgrade to Windows 11.</p> <p>All curriculum bids have been approved by the SLT and fully costed.</p> <p>Responses to questions received before the meeting and not covered during the meeting were noted as follows:</p> <p><b><i>Q. I believe there is some condition attached to the catering provider charging a lower rate, possibly on the number of children taking meals. Is it looking likely</i></b></p>	

***we will meet that condition?***

A. A cost of £2.75 per meal was agreed.

***Q. The budget for printing has increased compared to last year, whereas I would have assumed the trend in going paperless would ease the costs.***

A. The provision includes two new photocopiers on 5-year leases. The lease costs have increased but the cost per print page has decreased slightly.

***Q. Where is the £24k income under Donations coming from?***

A. It is the money from the OSA.

**'Y' Code**

The budget is based on 18 children at the Breakfast Club at a cost of £6 per day and 125 after school places per week.

**'D' Code**

As noted earlier, a surplus of £19,985 has been carried forward from 2024/25 and the budget will now be closed and funds transferred to the 'O' code.

At the conclusion of the discussion, the 2025/26 'O' and 'Y' code budgets, as shown below, and the 5-year plans were approved unanimously and the returns will be signed by the Chair and Headteacher.

**'O' Code**

<b>Total Income</b>	£2,246,852 Two million two hundred and forty six thousand eight hundred and fifty two pounds
<b>Total Expenditures</b>	£2,609,544 Two million six hundred and nine thousand five hundred and forty four pounds
<b>In-Year Surplus/(Deficit)</b>	(£362,692) (Three hundred and sixty two thousand six hundred and ninety two pounds)
<b>Surplus/(Deficit) Brought Forward</b>	£388,795 Three hundred and eighty eight thousand seven hundred and ninety five pounds
<b>Cumulative Surplus/(Deficit)</b>	£26,103 Twenty six thousand one hundred and three pounds

**'Y' Code**

<b>Total Income</b>	£55,195 Fifty five thousand one hundred and ninety five pounds
<b>Total Expenditure</b>	£176,035 One hundred and seventy six thousand and thirty five pounds
<b>In-Year Surplus/(Deficit)</b>	(£120,840) (One hundred and twenty thousand eight hundred and forty pounds)
<b>Surplus/(Deficit) Brought Forward</b>	£186,568 One hundred and eighty six thousand

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	<table><tr><td></td><td>five hundred and sixty eight pounds</td></tr><tr><td><b>Cumulative Surplus/(Deficit)</b></td><td>£65,728 Sixty five thousand seven hundred and twenty eight pounds</td></tr></table>		five hundred and sixty eight pounds	<b>Cumulative Surplus/(Deficit)</b>	£65,728 Sixty five thousand seven hundred and twenty eight pounds	
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<b>Cumulative Surplus/(Deficit)</b>	£65,728 Sixty five thousand seven hundred and twenty eight pounds					
	<p><b>Capital Budget</b> Approximately £109k for the nursery car park will come from the capital budget.</p> <p><b>Q. Do we generate income for the capital budget?</b> A. Yes, a percentage, dependent on the amount of surplus. Approximately £11k was generated last year.</p>					
6.	<p><b>Monitoring Grid</b> The updated monitoring grid had been circulated before the meeting and the following noted:</p> <ul style="list-style-type: none"><li>Monitoring of the safeguarding culture in Spring 2 has now been completed.</li><li>The annual parent survey in Spring 1/Summer 1 was superseded by the Ofsted parent survey and is now closed.</li><li>Pupil conferencing in Summer 1 and 2 superseded by Ofsted.</li><li>Monitoring of SATs in Summer 2 – OR had carried out a visit earlier in the day and AT was due to visit on 15 May.</li></ul>					
7.	<p><b>Update on Academisation</b> The Headteacher advised that there was nothing further to report.</p>					
8.	<p><b>Chairman’s and Clerk’s Items</b> The most effective way of structuring the new governor secure area on the website will be considered during the summer holidays.</p>	Clerk/FW				
9.	<p><b>Training</b> <b>9.1 Training Booked/Undertaken</b> It was noted that RZ and AT have booked to attend Understanding Finance training.</p> <p><b>9.2 Progress Against Actions from Whole GB Training 22 January</b> 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>Conduct a staff survey focusing on wellbeing – closed as covered by Ofsted.</li><li>DTG to prepare a training plan – ongoing.</li></ul> <p>OR will monitor progress against the outstanding actions and this will continue to be a rolling agenda item.</p>	SB  OR/Clerk				
10.	<p><b>Governor Visits</b> As noted earlier in the meeting, OR had carried out a monitoring visit on SATs processes and advised that there had been full compliance with all the criteria.</p> <p>Also as noted earlier in the meeting, RZ had carried out the internal controls monitoring visit.</p>					
11.	<p><b>Correspondence</b> No items of correspondence had been received.</p>					
12.	<p><b>Any Other Business</b></p>					

		Action
	WG was congratulated on his appointment as Headteacher at Four Marks Primary School.	
<b>13.</b>	<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>• Robust questioning of proposed 2025/26 budgets and 5-year plans prior to approval</li> <li>• Presentations on the Excellence Plan an aid to governors' understanding</li> <li>• Approval of hire of football pitches by Overton Football Club</li> <li>• Decision on the appointment of new catering provider validated by information on increased take up of meals and positive feedback from parents and children</li> </ul>	
	<b>Date of Next Meeting</b> The next meeting will take place on Thursday 10 July 2025 at 6.15pm.	

The meeting closed at 7.30pm

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

### Action Report – 13 May 2025

Ref	Action Report	Action	Status
03.10.24	10 – Update on academisation	<b>JM/FW</b> to discuss moving this forward.	<b>Ongoing</b>
03.10.24	12.2 – GB membership	<b>FW</b> to generate a list of former governors.	<b>Ongoing</b>
06.02.25	3.2 – Actions from last meeting	<b>WG</b> to write article for Test magazine.	<b>Completed</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.	<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>
06.02.25	13 – AOB	<b>RZ</b> to carry out H&S check.	<b>Completed</b>
13.03.25	5 – Excellence Plan	<b>FW</b> to make changes to the leadership section and re-circulate.	<b>Completed</b>
13.03.25	6 – Monitoring Grid	<b>AT</b> to report on Knowledge Managers SDM.	<b>Ongoing</b>
13.03.25	9.2 – Progress against actions from WGBT	<b>OR</b> to discuss whether a refresher session on data could be included in a Curriculum Committee meeting with SB and BG. <b>OR</b> to check which governors need to complete Understanding	<b>Completed</b> <b>Completed</b>

		Finance training. <b>SB</b> to produce governor training plan.	<b>Ongoing</b>
13.03.25	10 – Governor visits	<b>WG</b> to arrange a tour for AT to see phonics in action.	<b>Ongoing</b>
13.03.25	11 – Correspondence	<b>JM</b> to provide a response for OR to send to a question received from a parent.	<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>New action</b>