

Overton Church of England Primary School

Minutes of the Full Governing Body Meeting

Held on Thursday 4 December 2025 at 10.00am

Present:	Mr Rob Zealley (RZ) Mrs Fiona Wyeth (FW) Mrs Beth Gough (BG) Mr Oli Rodi (OR) Rev James Russell (JR) Prof Andy Tolmie (AT)	Vice Chair Headteacher <i>From 10.07 am, Minute 3</i>
Apologies:	Dr John Mitchell Miss Lisa Mackrill	
In attendance:	Mrs Fran Johnson (FJ) Kirsty Racher	Business Manager Cover Clerk

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	<i>Note: Rob Zealley, Vice Chair, Chaired the meeting in the absence of the COG.</i>	
1.	<p>Welcome and apologies The Vice Chair opened the meeting at 10.05am and welcomed everyone. Beth Gough led a prayer.</p> <p>Apologies for absence were received and accepted from Dr John Mitchell and Lisa Mackrill.</p>	
2.	<p>Declarations of pecuniary interest</p> <p>2.1 Declarations related to any items on this agenda Governors were invited to declare any pecuniary interests in any of the agenda items. No declarations were made.</p> <p>2.2 Governors to update declarations on GovernorHub, including that KCSIE 2025 has been read Governors confirmed their declarations were up to date.</p>	
	<i>Note: Rev James Russell arrived at 10.07 am at the beginning of Minute 3.</i>	
3.	<p>Previous Meeting – FGB 2 October 2025</p> <p>3.1 Approval The minutes of the Full Governing Body meeting held on 2 October 2025 were agreed as a true and accurate record and will be signed electronically by the Chair.</p> <p>3.2 Matters Arising and Action Report Website audit: Not yet sent. Safeguarding culture monitoring date: Complete. Plan for attendance at staff development meetings: Done. Noted OR was unable to attend his scheduled day. Staff Governor vacancy: Complete. Training on equality and/or working with parents: BG noted she had booked</p>	JM

		Action
	training.	
4.	<p>Headteacher's Written Report</p> <p><i>Attendance</i> Governors noted attendance had slightly improved on last year. Q. Is one child's attendance having a significant impact on Year 6 attendance overall? A. As this is a small cohort, each child's attendance equates to a significant percentage.</p> <p><i>Staff absence</i> The HT reported:</p> <ul style="list-style-type: none"> • A cleaner has resigned following long-term absence. • Recruitment for another cleaner is underway. • In the meantime, other cleaning staff are working additional hours to cover all cleaning requirements. • Progress has been made in relation to a support staff member's long-term absence. <p>Q. Is there budgetary provision for a temporary cleaner? A. No.</p> <p><i>Parental engagement</i> The HT reported:</p> <ul style="list-style-type: none"> • Meet and greet format changed and parent attendance improved on last year. • Teachers are engaged in following up with parents who don't attend parent consultations. • Parent attendance at Primary Behaviour Support presentations was disappointing. Those who attended reported the sessions were helpful. Numerous reminders went out before the events. • The school has worked hard on developing lots of opportunities for parent engagement. <p>Q. Is online participation in meet and greet events possible? A. It's possible, but face-to-face meetings are generally of more benefit.</p> <p>Q. Are there good practice examples of engaging with hard-to-reach families at other schools? A. The school already engages with most families at some level. The main concern is around parent engagement with home learning. School staff work hard to encourage positive relationships with families from Year R onwards, and staff are present (e.g. on school gates). The school's Inclusion Manager also works diligently to engage with families. It is difficult to know what more can be done, and it is unlikely other schools are doing anything different from Overton.</p> <p>Q. Are there plans to seek feedback from staff on wellbeing initiatives? A. The HT will ask the COG whether he is exploring this.</p> <p><i>Safeguarding</i> The HT reported:</p> <ul style="list-style-type: none"> • The child protection case has been downgraded to a child in need case. Regular meetings will still be required. • All staff are trained. However further staff training will need to be planned for September 2026. 	

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<ul style="list-style-type: none"> • Stop Domestic Abuse is an organisation that offers counselling for affected children in KS1 and KS2. The school has made two referrals to this service in the last month or so. <p>Q. Can anything more be done to address the increase in the number of children who have a safeguarding profile? This is indicative of the complexity and challenges associated with modern family life. Safeguarding profiles remain with children throughout their school years, so many of these profiles relate to historic issues. It is vital schools have the whole picture and remain continually vigilant around safeguarding.</p> <p>Q. Do closed safeguarding cases remain on file while children are in school? A. Yes. The paperwork is then transferred to a child's new school. This can sometimes be a challenge when family dynamics and relationships change over the years. Knowledge of local families is paramount.</p> <p><i>Monitoring of behaviour, accidents and bullying</i> Q. What is contributing to the number of behaviour incidents in Year 3? A. Two children are responsible for a significant proportion of the incidents. In one case the school is reviewing the child's SEN needs in consultation with Hampshire. Year 4 girls have also presented behavioural challenges this year, which have taken time to resolve. The school is taking advice from the Primary Behaviour Service to see if the school can do anything more to encourage kindness in this cohort.</p> <p>Q. What is happening to combat the number of racial/prejudicial/discriminatory incidents (nine reported)? A. These incidents have now been addressed, working with the parents. One child involved has SEND needs.</p> <p><i>Planning and assessment for learning</i> The HT reported:</p> <ul style="list-style-type: none"> • Pupil Progress meeting practice was assessed against guidance from the Hampshire Improvement and Advisory Service (HIAS). • The school is confident in its approach. • A change in the form is being trialled in Year 6 and Year 4. This will be reviewed shortly. <p><i>Teaching and learning</i> The HT noted the Curriculum Assessment Review's recommendations were published.</p> <p><i>Children's attainment and progress</i> The HT reported:</p> <ul style="list-style-type: none"> • A few more education, health and care plans (EHCPs) are going through Hampshire's assessment process. • A local SEND school recently delivered staff training in neurodiversity. <p>Governors discussed concerns about the delay in receiving termly High Needs Top-Up Funding from Hampshire. There appears to be no clear justification for the delay, which is having a significant detrimental financial impact on the school.</p> <p>Governors approved the suggestion for governor concerns to be raised with Andrew Minall, the Head of Education Financial Services, and Daryl Misselbrook, SEN Area Team Manager.</p>	<p style="text-align: right;">JM/BG</p>

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	<p>Governors noted the Inclusion Manager has made good progress in supporting children with SEN needs. Families appreciate her support.</p> <p>Q. What are the school priorities over the next term? A. Stability in a time of change. Strategic planning. New requirements to evaluate health and safety.</p>									
5.	<p>Feedback from LLPR 16 October 2025 The HT reported:</p> <ul style="list-style-type: none"> • The LLP’s feedback was positive. • The school is continuing work to adapt teaching strategies and resources, particularly to support disadvantaged children. • Some good progress already made, particularly in English and Maths. • Scaffolding techniques for English have been used to support History and Geography. • Further work is being done to develop adaptations in foundation subjects. • A challenge is engaging parents in home learning. The positive impact of support at home on children’s progress is evident. 									
6.	<p>Finance 6.1 – Approval of 2025/26 Budget Revision and 5 Year Plan – ‘O’ code The SBM highlighted the following:</p> <ul style="list-style-type: none"> • Contracts have been extended for two LSAs and the school has recruited an additional LSA. These had had an impact on staffing costs (Code 2060). • Increases in NI contributions have had an impact on the budget (Code 2400). These additional costs are not entirely offset by the grant. • Expenditure for using alternative provision has been moved to a different GL code (Code 2640 agency support staff to 5890 bursaries) as advised by EFS. • When the budget was set in April 2025, no provision was made for alternative provision from September. One child now requires this, at least in the short term. <p>Q. What is the reason for income from General Lettings (Code 7400) not being as high as anticipated? A. A letting of the community room ended last year. The school is currently exploring options.</p> <p>Q. What is the reason for the increased expenditure on the Microsoft Windows upgrade (Code 4494)? A couple of additional monitors needed replacing. These were not previously identified.</p> <p>Governors approved the 2025/26 Budget Revision and 5 Year Plan – ‘O’ code. The governing body is aware of the future year deficit and will take action to address it.</p> <table border="1" data-bbox="172 1704 1284 2056"> <tbody> <tr> <td data-bbox="172 1704 595 1805">Total Income</td> <td data-bbox="595 1704 1284 1805">2,296,835 Two million, two hundred and ninety-six thousand, eight hundred and thirty-five pounds</td> </tr> <tr> <td data-bbox="172 1805 595 1901">Total Expenditure</td> <td data-bbox="595 1805 1284 1901">2,653,862 Two million, six hundred and fifty-three thousand, eight hundred and sixty-two pounds</td> </tr> <tr> <td data-bbox="172 1901 595 1998">In Year Surplus/(Deficit)</td> <td data-bbox="595 1901 1284 1998">(357,027) (Three hundred and fifty-seven thousand and twenty-seven pounds)</td> </tr> <tr> <td data-bbox="172 1998 595 2056">Surplus/(Deficit) Brought Forward</td> <td data-bbox="595 1998 1284 2056">388,795 Three hundred and eighty-eight thousand, seven</td> </tr> </tbody> </table>	Total Income	2,296,835 Two million, two hundred and ninety-six thousand, eight hundred and thirty-five pounds	Total Expenditure	2,653,862 Two million, six hundred and fifty-three thousand, eight hundred and sixty-two pounds	In Year Surplus/(Deficit)	(357,027) (Three hundred and fifty-seven thousand and twenty-seven pounds)	Surplus/(Deficit) Brought Forward	388,795 Three hundred and eighty-eight thousand, seven	
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Cumulative Surplus/(Deficit) C/Fwd	31,768 Thirty-one thousand, seven hundred and sixty-eight pounds

6.2 – Approval of 2025/26 Budget Revision and 5 Year Plan – ‘Y’ code

The SBM reported:

- Income to date is less than anticipated.
- A possible reason is that parents are no longer booking places for the whole term in advance.
- Club attendance may also have had an impact.
- Options such as revising hours on offer are being considered.

Q. How healthy are the current numbers?

A. The position is still healthy. Affordability for parents is a consideration although it may be worthwhile reviewing the current market position.

OR noted some parents have expressed concern about the quality of the after-school offering. Concerns relate to a perceived lack of structure and organised creative activities.

In response, the HT noted the fundamental importance of offering opportunities for unstructured play. Clubs follow a routine around snacks and outside play. Games, Lego and creative activities are also provided. She offered to arrange a review of the activities on offer.

Governors approved the 2025/26 Budget Revision and 5 Year Plan – ‘Y’ code. The governing body is aware of the future year deficit and will take action to address it.

Total Income	45,230 Forty-five thousand, two hundred and thirty pounds
Total expenditure	115,035 One hundred and fifteen thousand and thirty-five pounds
In Year Surplus/(Deficit)	(69,805) (Sixty-nine thousand, eight hundred and five pounds)
Surplus/(Deficit) Brought Forward	186,568 One hundred and eighty-six thousand, five hundred and sixty-eight pounds
Cumulative Surplus/(Deficit) C/Fwd	116,763 One hundred and sixteen thousand, seven hundred and sixty-three pounds

6.3 – Approval of 2025/26 Budget Revision and 5 Year Plan – ‘D’ code

The SBM noted:

- Setting a budget for nursery provision is challenging given the complex funding mechanisms and difficulty in predicting actual demand (hours booked as well as numbers of children).
- Overall, an increase in numbers is hoped for based on the current position.
- Some nursery staff provide cover for school staff, which offsets the ‘O’ budget.

Q. Is there an ideal number for placements?

A. It is difficult to set a specific number. The nursery could support fewer numbers of children if these children were booked in for the full number of hours.

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<p>Q. What is the marketing plan? A. Mainly, promoting through locally based groups on social media. The hope is that word of mouth will build and that planned improvements to the outside area will be a draw.</p> <p>Governors approved the 2025/26 Budget Revision and 5 Year Plan – ‘D’ code. The governing body is aware of the future year deficit and will take action to address it.</p> <table border="1" data-bbox="172 465 1305 833"> <tr> <td>Total Income</td> <td>66,311 Sixty-six thousand, three hundred and eleven pounds</td> </tr> <tr> <td>Total Expenditure</td> <td>74,526 Seventy-four thousand, five hundred and twenty-six pounds</td> </tr> <tr> <td>In Year Surplus/(Deficit)</td> <td>(8,215) (Eight thousand, two hundred and fifteen pounds)</td> </tr> <tr> <td>Surplus/(Deficit) Brought Forward</td> <td>19,985 Nineteen thousand, nine hundred and eighty-five pounds</td> </tr> <tr> <td>Cumulative Surplus/(Deficit) C/Fwd</td> <td>11,770 Eleven thousand, seven hundred and seventy pounds</td> </tr> </table> <p>6.4 – Benchmarking data Governors noted benchmarking data.</p>	Total Income	66,311 Sixty-six thousand, three hundred and eleven pounds	Total Expenditure	74,526 Seventy-four thousand, five hundred and twenty-six pounds	In Year Surplus/(Deficit)	(8,215) (Eight thousand, two hundred and fifteen pounds)	Surplus/(Deficit) Brought Forward	19,985 Nineteen thousand, nine hundred and eighty-five pounds	Cumulative Surplus/(Deficit) C/Fwd	11,770 Eleven thousand, seven hundred and seventy pounds	
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<p>7. Policies for Approval</p> <p>7.1 Health & Safety RZ confirmed he had reviewed the Policy in his capacity as H&S Governor. Governors approved the Policy.</p>											
<p>8. Monitoring Grid Update Governors noted capacity is an issue currently, given the time-consuming nature of the HT recruitment process. They approved the suggestion for FW and OR to update the Monitoring Grid and for all governors to review items.</p>	<p>FW/OR ALL</p>										
<p>9. Chairman’s Items</p> <p>9.1 Update on Headteacher recruitment, including training Governors noted:</p> <ul style="list-style-type: none"> • JM has sent the HT recruitment pack to FW. • The recruitment advert is due to be published on 15 December. • The HT Recruitment Panel is meeting the LLP on 9 December. <p>FW expressed concern about the timing of the advert noting prospective candidates need to be given adequate time to visit the school and to consider their application over the Christmas holidays. Governors noted this concern will be flagged with JM.</p> <p>Q. Will staff be briefed on progress? A. Yes. JM will do this.</p> <p>9.2 Governing Body membership – vacancies for 3 Co-opted Governors and 1 Staff Governor Governors noted Lisa Mackrill has been elected as Staff Governor.</p> <p>Governors suggested recruitment to other Governor vacancies is postponed until the new HT is appointed.</p>	<p>JM</p> <p>Clerk</p>										

		Action
10.	<p>Training</p> <p>Beth Gough reported the following training:</p> <ul style="list-style-type: none"> • Booked – Staff Wellbeing; Promoting Equality and Diversity. • Completed – Safer Recruitment. 	
11.	<p>Governor Visits</p> <p>Governors noted the following visit reports and thanked BG and AT for their efforts:</p> <ul style="list-style-type: none"> • Phonics – YR and Y1 • Safeguarding 13 November • SEND 13 November • Collective Worship 17 November • Collective Worship 18 November • Child Safeguarding Questions 	
15.	<p>Correspondence</p> <p>No items of correspondence received.</p>	
16.	<p>Any Other Business</p> <p><i>SBM Departure</i></p> <p>Fran Johnson is leaving the SBM role soon. Governors thanked Fran for all her hard work. The HT echoed these sentiments, noting Fran’s dedication, professionalism and hard work. She said Fran’s input to the school, particularly in the areas of policy process and financial practice, had been invaluable.</p> <p><i>Closure of petty cash account</i></p> <p>Governors approved the request to close the petty cash account.</p> <p><i>Closure of outstanding invoice</i></p> <p>Governors approved the SBM’s request to close an outstanding invoice for scrap metal to the value of £201.</p> <p><i>PE uniform</i></p> <p>Governors noted the concerns about children not wearing appropriate PE uniform. The school plans to consult the Parent Council and reiterate the need to follow uniform guidelines early in the spring term. Whilst the HT was in favour of considering an active uniform, she recognised that this needed to be left for the new HT.</p> <p>The HT noted she would send information on the latest research on active uniform to governors.</p>	
17.	<p>Impact of the Meeting</p> <p><i>What have we discussed at this meeting that shows effective governance?</i></p> <ul style="list-style-type: none"> • Approved policies and approved budgets. • Noted the importance of engaging with staff and stakeholders re HT recruitment. • Acknowledged challenges in school.. • Noted the latest position on EHCP funding and agreed to follow this up. • Discussed safeguarding • Discussed the future growth of the nursery. 	
	<p>Date of Next Meeting</p> <p>The next meeting will take place on Thursday 5 February 2026 at 6.15pm</p>	

The meeting closed at 11.49 am

Signed: (Chair of Governors) Date:

Action Report – 4 October 2025

Ref	Action Report	Action	Status
02.10.25	2 – Declarations of interest	ALL to update their declarations of interest on GovernorHub and confirm that they had read KSCIE 2025.	Completed
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 Completed
02.10.25	8.1 – Curriculum Committee	BG to develop a plan for attendance at Staff Development meetings and an INSET day.	Completed
02.10.25	12.1 – GB membership	FW to advertise Staff Governor vacancy.	Completed
02.10.25	13.1 – Training	All to consider booking training on equality and/or working with parents.	Ongoing
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.	Ongoing
04.12.25	4 – Headteacher's Written report	JM and BG to raise governor concerns re EHCP top-up funding with Andrew Minall, the Head of Education Financial Services, and Daryl Misselbrook, SEN Area Team Manager.	New item
04.12.25	8 – Monitoring Grid	FW and OR to update the Monitoring Grid. All governors to review items.	New item
04.12.25	9.1 Update on Headteacher recruitment	JM to note concern about the timing of the advert, noting prospective candidates need to be given adequate time to visit the school.	New item
04.12.25	9.2 Governing Body membership	Clerk to update Staff Governor records.	New item