

Overton Church of England Primary School

Minutes of the Full Governing Body Meeting

Held on Tuesday 16 May 2023 at 5.30pm

Present:	Dr John Mitchell (JM) Mrs Fiona Wyeth (FW) Mr Warren Glew (WG) Rev James Russell (JR) Mr Richard Stedham (RS) Mr Rob Zealley (RZ)	Chair of Governors Head Teacher
Apologies:	Mrs Beth Gough (BG)	
In attendance:	Miss Lisa Mackrill (LM) Excellence Team members Mrs Flavia Coleman	Assistant Head Teacher For item 1 Clerk

		Action
1.	<p>Excellence Team Presentations A summary of the presentations from the Excellence Team members is attached to these minutes.</p> <p>RS will write to the team members to thank them for their very comprehensive and interesting presentations.</p>	RS
2.	<p>Welcome and apologies The Chair opened the meeting at 6.15pm and welcomed everyone. JR led a prayer.</p> <p>Apologies for absence were received and accepted from Beth Gough.</p>	
3.	<p>Declarations of pecuniary interest Governors were invited to declare any pecuniary interests in any of the agenda items. No declarations were made.</p>	
4.	<p>Previous meetings – FGB 16 March 2023</p> <p>4.1 – Approval The minutes of the Full Governing Body meeting held on 16 March 2023 were agreed as a true and accurate record and will be signed by the Chair.</p> <p>4.2 – Matters Arising and Action Report Action Report: Review and updating of governor job descriptions: ongoing. Monitoring of play provision at break times: ongoing. Governors’ social event: ongoing. Parent Council: it was noted that RZ and the Chair would be attending the Parent Council meeting on 18 May. School Council/Y6 Ambassador meeting: it was noted that RS would attend both meetings.</p> <p>Any other actions had either been completed or were covered by the agenda for the meeting.</p> <p>Q. Has the writing moderation taken place?</p>	JM/RS RS BG RZ/JM RS

		Action
	<p>A. Yes. The assessments by staff were accurate and our practice reflected well against other schools. It had been helpful to look at the books from other schools and to share practice. Some schools had focused more on grammar and it may be worth considering how we can incorporate more of this in the future. The Y6 teacher also attended the County-run writing moderation and had been complimented on the composition of the writing samples.</p>	
<p>5.</p>	<p>Head Teacher's Report The Head Teacher advised that most matters were covered by the minutes from the Resources and Curriculum Committee meetings but she wished to bring the following to governors' attention:</p> <p><i>Changes to the length of the school day</i> It was proposed to make a small change to the length of the school day so that the guidance regarding the minimum expectation of 32.5 hours on the length of the school week (March 2022) could be met for KS1. It is already met for KS2 children. Accordingly, the KS1 school day would run from 8.30am-3.25pm and, in KS2, Ys3-6 would attend from 8.35am-3.30pm. Directed time would not be affected.</p> <p>This was agreed and the Head Teacher would notify parents initially through the Parent Council.</p> <p><i>End of year reports</i> It has been the normal practice to let parents know which class their child will be in in the new academic year and who their new teacher will be when the end of year reports are sent out. This year, a more child-centred approach is being taken and the class teacher will tell the children on the day the reports go out and before parents read the reports. This would ensure that all children were aware of their friendship groups when classes are mixed and hopefully diminish their anxiety.</p>	
<p>6.</p>	<p>Update on Academisation The Head Teacher advised that, as no information had been received from the Diocese, no further progress had been made. JR agreed to follow up with the Diocese about when information could be expected.</p> <p>It was noted that the Diocese Tea Party was taking place on 20 June at 3.30pm and that JR might attend if he was available.</p>	<p>JR</p>
<p>7.</p>	<p>Committee Reports 7.1 Curriculum Committee Minutes of the meeting on 2 May had been circulated before the meeting and RS highlighted the following:</p> <ul style="list-style-type: none"> • Additional hours for LSA support is continuing and is impacting on the budget. • There was no impact on the children's attendance during the recent strike action but staff were stretched. It is likely that Y5 will be closed if there are any future strikes. • The Parish Council presented the children with pin badges to mark the King's coronation. • JM will carry out a check of the new website to ensure it is compliant. • The Head Teacher will invite governors into school to observe the process for pupil conferencing on SMSC and RSE. • RZ and BG observed the SATs process and observations were also carried out by the LA and no concerns were raised. • 9 School Direct trainees have been confirmed for September. Although this will be the last cohort, the Head Teacher and WG will continue to mentor the ECTs and the Head Teacher will continue to facilitate the NPQSL programme. 	

	Action
<ul style="list-style-type: none"> • RS had attended an SLT meeting and found it very useful in providing an insight into monitoring of teaching and learning. It would be helpful for all governors to attend a meeting if they are able to. • RS will attend the INSET on 'Let's Think in English' on 26 June. • A new scheme of work for computing has been introduced. • All the Ambassadors programmes are working well. • The demands on the inclusion Manager's workload have been recognised. Possible solutions have been discussed but there is nothing that can be done in the immediate future. • A new Pupil Premium tracking document has been implemented and RS will arrange a date to review it. • Attendance is currently 94.5% and is improving against the target of 96%. • The demands on a child on alternative provision are having an impact. <p>Q. What support do you have to give?</p> <p>A. Regular reviews to ensure the provision is meeting the requirements of the EHCP, as well as safeguarding checks on the providers.</p> <p>7.2 Resources Committee</p> <p>Minutes of the meeting held on 4 May had been circulated before the meeting and RZ highlighted the following:</p> <ul style="list-style-type: none"> • Monitoring of internal controls for payroll, purchasing, petty cash, the procurement card and banking reconciliation had been completed and the report circulated for this meeting. • The budgets had been reviewed and voluntary contributions will be requested now that the school is fully open and beginning to engage with external artists and authors. • Issues with the new build are ongoing. • The termly health and safety check must be completed by 9 June. • Trees on site are being assessed to ensure there are no risks to the safety of children, staff or visitors. This is timely following a recent HSE prosecution related to the effective management of school premises. • Staff absence is being monitored. The Head Teacher had suggested that governors write either collectively or individually to their MP to ask for a resolution to the teachers' strikes because of the impact on the children, staff and families. <p>7.3 Capital Budget</p> <p>Governors were asked to approve expenditure of £26k to cover the cost of a canopy to join YR to the main building and the foyer at the front. This was agreed.</p> <p>7.4 2022/23 Year-End Outturn</p> <p>The BC11 as at 31 March 2023 had been circulated before the meeting and had been used as the basis for the 2023/24 'O' code budget.</p> <p>7.5 2023/4 Budgets and 5 Year Plans</p> <p>The 'O' code (school), 'Y' code (community) and 'D' code (Schools Direct) budgets for 2023/24 and the 5-year plans, which had been reviewed by the Resources Committee, had been circulated before the meeting.</p> <p>It was noted that the £1m total cost of the modular build had been spread across all three 2023/24 budgets under code 3860 (alternations to buildings), with £500k allocated to the 'O' code, £130k to the 'Y' code and £450k to the 'D' code. These figures represent the worst case scenario until a schedule of works which will determine the cost has been agreed. Provision has been made in the 'D' code budget as the building can be used for ECT training once the last cohort has completed its</p>	

training.

It was also noted that the budgets from 2024/25 to 2027/28 have been based on the actual costs from 2023/24 as it is not yet known what they will be so far into the future.

Q. What is the provision of £113k in the 'O' code budget under 3830 (other ad hoc site/grounds maintenance) for?

A. The playground improvements which were planned for last year but not finished.

The Resources Committee's recommendation that the 2023/24 budgets, as shown below, and the 5-year plans should be approved was agreed unanimously.

'O' Code

Total Income	£2,126,845 Two million one hundred and twenty six thousand eight hundred and forty five pounds
Total Expenditure	£2,689,461 Two million six hundred and eighty nine thousand four hundred and sixty one pounds
In-Year Surplus/(Deficit)	(£562,616) (Five hundred and sixty two thousand six hundred and sixteen pounds)
Surplus/(Deficit) Brought Forward	£642,555 Six hundred and forty two thousand five hundred and fifty five pounds
Cumulative Surplus/(Deficit)	£79,939 Seventy nine thousand nine hundred and thirty nine thousand pounds

'Y' Code

Total Income	£54,000 Fifty four thousand pounds
Total Expenditure	£150,950 One hundred and fifty thousand nine hundred and fifty pounds
In-Year Surplus/(Deficit)	(£96,950) (Ninety six thousand nine hundred and fifty pounds)
Surplus/(Deficit) Brought Forward	£130,237 One hundred and thirty thousand two hundred and thirty seven pounds
Cumulative Surplus/(Deficit)	£33,287 Thirty three thousand two hundred and eighty seven pounds

		Action										
	<p>'D' Code</p> <table border="1"> <tr> <td>Total Income</td> <td>£56,250 Fifty six thousand two hundred and fifty pounds</td> </tr> <tr> <td>Total Expenditure</td> <td>£505,415 Five hundred and five thousand four hundred and fifteen pounds</td> </tr> <tr> <td>In-Year Surplus/(Deficit)</td> <td>(£449,165) (Four hundred and forty nine thousand one hundred and sixty five pounds)</td> </tr> <tr> <td>Surplus/(Deficit) Brought Forward</td> <td>£531,205 Five hundred and thirty one thousand two hundred and five pounds</td> </tr> <tr> <td>Cumulative Surplus/(Deficit)</td> <td>£82,040 Eighty two thousand and forty pounds</td> </tr> </table>	Total Income	£56,250 Fifty six thousand two hundred and fifty pounds	Total Expenditure	£505,415 Five hundred and five thousand four hundred and fifteen pounds	In-Year Surplus/(Deficit)	(£449,165) (Four hundred and forty nine thousand one hundred and sixty five pounds)	Surplus/(Deficit) Brought Forward	£531,205 Five hundred and thirty one thousand two hundred and five pounds	Cumulative Surplus/(Deficit)	£82,040 Eighty two thousand and forty pounds	
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8.	<p>Monitoring Grid Update The updated monitoring grid had been circulated before the meeting and was noted.</p>											
9.	<p>Chairman's and Clerk's Items 9.1 Update on Governor Recruitment The Chair advised that he would arrange meetings with those who had expressed interest in joining the governing body.</p> <p>Vacancies would also be promoted at the evening for new YR parents on 14 June.</p>	JM										
10.	<p>Governor Training 10.1 Training Booked/Feedback on Training Attended No training had been undertaken since the last meeting.</p> <p>10.2 In-house and Whole Governing Body Training It was suggested that an in-house training session on data could be arranged for October or November.</p> <p>Governors were asked to consider a topic for the Whole GB training session so that this can be discussed further at the next meeting.</p>	All										
11.	<p>Governor Visits The following governor visit reports had been circulated before the meeting and were noted:</p> <ul style="list-style-type: none"> • Phonics observation 8 March 2023 • Parent Webinar 20 March 2023 • Class Assembly 21 March 2023 • Monitoring of safeguarding culture 22 March 2023 • Tracking of Pupil Premium and SEND data 25 April 2023 • Observation of SATs administration 9 and 12 May 2023 											
12.	<p>Correspondence There were no items of correspondence to note.</p>											
13.	<p>Any Other Business The Head Teacher advised that she would bring the results of the Parent Survey on the impact of changes to the school week to the next meeting.</p>	FW										
	Date of Next Meeting											

		Action
	The next meeting will take place on Tuesday 11 July 2023 at 6.15pm	

The meeting closed at 7.43pm

Signed: (Chair of Governors) Date:

Action Report – 16 May 2023

Ref	Action Report	Action	Status
17.03.22	4 – Head Teacher's Report	JM and RS to review and update governor job descriptions.	Ongoing
17.05.22	8 – Monitoring Grid	RS to arrange the visit to monitor play provision at break times.	Ongoing
13.07.22	9.2 Governor Social Event	BG to take forward.	Ongoing
01.12.22	9.1 – Governor recruitment	RZ to discuss opportunities to meet with parents with JM.	Completed
16.05.23	1 – Excellence Team presentations	RS to write to the team members to thank them for their presentations.	New action
16.03.23	6 – Monitoring Grid	ALL to consider a topic for in-house training to support the governors' role and bring these to the next meeting RS to attend School Council or Y6 Ambassador meeting. BG , as the Foundation Governor, to write an article for "The Test" on what the school is doing, which will help to raise the school's profile. RS to update the grid in readiness for the next meeting.	Ongoing Completed Completed Completed
16.05.23	4.2 – Matters Arising	RZ and JM to attend the Parent Council meeting on 18 May.	New action
16.05.23	6 – Academisation Update	JR to follow up with the Diocese about when information could be expected.	New action
16.05.23	9.1 – Update on Governor Recruitment	JM to arrange meetings with those who had expressed interest in joining the governing body.	New action
16.05.23	10.2 – Whole GB Training	All to consider a topic for discussion at the next meeting.	New action
16.05.23	13 – Any Other Business	FW to bring the results of the Parent Survey on the impact of changes to the school week to the next meeting.	New action