

Overton Church of England Primary School

Minutes of the Full Governing Body Meeting Held on Tuesday 5 December 2023 at 10.00am

Present:	Dr John Mitchell (JM) Mrs Fiona Wyeth (FW) Mr Warren Glew (WG) Mrs Beth Gough (BG) Rev James Russell (JR) Prof Andy Tolmie (AT) Mr Rob Zealley (RZ)	Chair of Governors Headteacher
Apologies:	Mr Sam Burrows (SB) Mr Richard Stedham (RS)	
In attendance:	Miss Lisa Mackrill (LM) Mr Mike Nicholls (MN) Mrs Flavia Coleman	Assistant Headteacher Business Manager Clerk

		Action
1.	<p>Welcome and apologies The Chair opened the meeting at 10.00am and welcomed everyone.</p> <p>JR led a prayer.</p> <p>Apologies for absence were received and accepted from Sam Burrows and Richard Stedham.</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>	
3.	<p>Previous meetings – FGB 10 October 2023</p> <p>3.1 – Approval The minutes of the Full Governing Body meeting held on 10 October 2023 were agreed as a true and accurate record and will be signed by the Chair.</p> <p>3.2 – Matters Arising and Action Report Action Report: Review and updating of governor job descriptions: ongoing. Review of website compliance: completed and the report to be circulated. Pupil conferencing focusing on Christian ethos and understanding of equality and diversity: completed in the autumn term and to be reported at the Curriculum Committee meeting in January. Review of Best Value Statement: to be added to the agenda for the Resources Committee meeting on 18 January. Governor recruitment: one application had been received for the Parent Governor vacancies and, accordingly, SB had been appointed. Governors discussed whether to follow up an expression of interest from another candidate and it was agreed that this should be deferred and the vacancy re-advertised in the spring term.</p> <p>Any other actions had either been completed or were covered by the agenda for the meeting.</p>	<p>JM/RS JM</p> <p>FW/WG</p> <p>RZ</p> <p>RZ</p>

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4.	<p>Headteacher's Report</p> <p>The Headteacher's written report had been circulated before the meeting and the following noted:</p> <p>Attendance</p> <p>Attendance for the period 1 September-20 October 2023 was 96.93%, compared to 95% in 2022.</p> <p>Attendance is lowest in Y5 due to a child on alternative provision who does not attend the school and a way of removing this child from the data and presenting it in a way that explains the circumstances for governors' benefit will be explored.</p> <p>The school incurs a cost of approximately £24k above the level of the top up funding for this provision and a way of recouping this is being investigated.</p> <p>The data is also being skewed by a child who did not join the school until October. Winter illness is affecting attendance and parents and children, as well as some staff who have been absent due to illness, have been reminded about preventative hygiene measures.</p> <p>Children with attendance below 90% have been discussed with parents and the position reviewed weekly.</p> <p>Q. How has this been received?</p> <p>A. Overall, positively, although there have been some difficult conversations. The importance of attendance and the procedures that the school is obliged to take have been explained.</p> <p>Aspire Teaching Alliance</p> <p>The 8 trainees accepted for School Direct in September have completed their first term, one at OPS. Another will be joining the school in January.</p> <p>Excellence Plan – English</p> <p>Q. How have the Reading workshops for trained parent volunteers been going?</p> <p>A. Ellen and I have run 3-4 sessions and feedback has been positive. Parents are deployed to specific children in specific year groups but it is still too early to say whether this is impacting on progress and attainment.</p> <p>WG advised that, overall, the data continues to be positive, with a good level of attainment in Y1 phonics. Writing is still behind target but this is a national issue and is a complex skill to acquire. Ways of scaffolding learning across the school are being considered but the focus is on quality first teaching to identify what has gone well and where support is needed. In addition, books have been reviewed and some staff development meetings have been held. Whether whole school CPD or a bespoke approach is needed is also being considered.</p> <p>Q. Has Covid brought the issue more to the fore?</p> <p>A. It has had an impact on progress and attainment and the number of children achieving ARE and greater depth and on closing the gap for the lowest attainers, but writing is very difficult to teach online. In addition, there are more children with SEND and less school ready than we have ever had before. This is one of the reasons why we want to get the nursery up and running so that we can work with parents for longer.</p> <p>Q. How easy is it to engage parents?</p> <p>A (WG). It is more difficult for parents to provide support with writing than for reading and one of the effects of Covid is that there are fewer parents prepared to support with reading and maths than before. The benefits of those who are taking part in programmes such as Times Tables Rock Stars is evident and we will look into whether there is a similar programme for spelling.</p>	

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<p>It was noted that there are also fewer parents interested in joining the Parent Council and the possibility of offering parents the opportunity to meet with governors online once a term so that they can raise any concerns was suggested.</p> <p>Excellence Plan – Maths Q. Why has the timetable for YR-Y2 been revised? A. Because only the Mastering Number programme is needed, not White Rose as well as this overloads the curriculum and reduces time for others areas to be taught.</p> <p>Excellence Plan – Maintenance Staff are reviewing their areas to show the impact of quality first teaching and providing evidence of impact.</p> <p>Monitoring of Accidents Q. How will the increase in accidents occurring in classrooms be evaluated? A. We have had some discussions with staff but there are also some children who are more accident prone. The focus has been on ensuring that classrooms are safe environments and looking at whether improvements have been made. Many of the accidents are head bangs, which are always taken seriously.</p> <p>Q. Why are there variations across year groups? A. We are not sure, but some cohorts are more physical than others so there are more incidents of rough play, but this is not true of all year groups. The resilience of some children may also be a factor. We will continue to monitor to see if we can identify any trends or issues</p> <p>Monitoring of Behaviour It was noted that there are some significant challenges, particularly in YR and Y1, where some referrals to the Primary Behaviour Service and other agencies have been made, but that the situation in Y2 is improving.</p> <p>Teaching and Learning It was noted that WG is unable to provide as much support with interventions as usual as he is covering long-term sickness absence in Y6.</p> <p>SEND It was noted from the Inclusion Manager’s very detailed report that numbers are increasing compared to last year and that this is placing significant demands on workload. This is not exclusive to OPS as similar difficulties have been reported at the SENCo Circle.</p> <p>There has also been an increase in demands for completion of reports from parents.</p> <p>The possibility of increasing ELSA hours, as well as the recruitment of a Family Support Worker, will be considered when the 2024/25 budget is being prepared.</p> <p>Pupil Premium The number of families claiming the funding is increasing. Attendance of Pupil Premium children is improving but the gap between them and their peers remains. Pupil Premium children outperformed their peers in Y1 Phonics, however, but, with the exception of Reading and Maths in Y2, the gap between Pupil Premium and non-Pupil Premium children continues.</p> <p>Tracking</p>	

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	<p>Comparison of data from October 2022 and October 2023 shows a drop in YR in 2023, as well as some other cohorts as they move through the school. Overall, however, the position is positive and the children are making progress.</p> <p>Staffing Dates of Staff Development meetings in the spring term, which all governors are welcome to attend, will be circulated. A vacancy to cover maternity leave next term and a vacancy for an Admin Assistant have been advertised. All the cleaning staff have moved across to the new provider and all HC3S staff will move across to Pabulum, the new catering provider, under TUPE in January.</p> <p>Safeguarding There are no children with Child Protection Plans or any Looked After Children in the school at the moment. All staff, except the Site Manager and the new cleaners, have had training to update their knowledge in relation to changes in legislation and have had time to read key documents, including the Child Protection and Safeguarding policies and Keeping Children Safe in Education.</p> <p>Ethos and Values A considerable amount of work has been done to make information on the website simpler and this will be reviewed by JR and BG.</p> <p>School Self-Evaluation (SEF) The SEF had been circulated before the meeting for governors' information. It was noted that very few changes had been made and that all staff had had the opportunity to input into the document.</p> <p>Questions Ofsted May Ask Governors The list of questions governors might be asked and sources of evidence to support their answers had been circulated before the meeting for governors' information and to aid preparation for the anticipated Ofsted inspection. The Headteacher was thanked for her very comprehensive and informative report and the associated documents.</p>	<p>FW</p> <p>JR/BG</p>
5.	<p>Update on Academisation It was noted that there was nothing further to report.</p>	
6.	<p>2023/24 Budget Revision The proposed revised budgets for the 'O' (school), 'Y' (Breakfast and After School Clubs) and 'D' (School Direct) codes and 5-year plans had been circulated before the meeting and the following information provided: <u>'O' code</u></p> <ul style="list-style-type: none"> • Staffing - budget revision costs reflect staff turbulence as well as extra LSA support into Ys1 and 2, cleaners transferring to school employment from 1 December and all pay awards/uplifts to teachers and support staff. • GL3740 - General Maintenance – increased by £5.5k due to unplanned drainage works and the pest control contract. • GL3956 - Non System - Water - Metered – increased by £1k to reflect likely costs. • GL3958 - Non System - Sewage - Metered – increased by £1k to reflect likely costs. • GL4070 - Contract Cleaning – increased by £12.4k to reflect delays with TUPE. 	

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<ul style="list-style-type: none"> • GL4539 - Books, DVDs and CDs – increased by £2.9k to reflect the Junior Duke initiative. • GL5415 - Residential Activities – increased by £6k to reflect real costs. • GL4859 - Medical and Counselling Fees – increased by £2k to reflect play therapy costs. • GL5668 - Technical and Professional Consultant Fees – increased by £1.5k to account for catering tender costs. <p><u>'Y' Code</u></p> <ul style="list-style-type: none"> • Expenditure remains the same but income has been reduced by £13k to reflect true numbers, due to more half sessions than full being booked. • GL7236 - Government Tax free childcare payments have been separated out onto a separate GL code to allow easier identification. <p><u>'D' Code</u></p> <ul style="list-style-type: none"> • Amended slightly to reflect real costs but negligible change. • Budget is to be withdrawn, hence provision has been zeroed out from 2025/26 to 2027/28. <p>Questions were invited.</p> <p><u>'O' code</u></p> <p>Q. Why are premises staff not included? A (MN). They may be included in one of the staffing codes. This will be checked.</p> <p>Q. What are the £27k donations (code 6793)? A (MN). They are from the OSA. They have asked us what we would like them to fund next year.</p> <p><u>'D' code</u> WG was commended for the considerable amount of income that had been generated.</p> <p><u>'Y' code</u> It was noted that the possibility of recruiting a third member of staff if the number of children taking up the provision could be increased was being explored.</p> <p>It was also noted that there are a number of parents who book places for after school care which are then not taken up which creates additional work in trying to fill the places as staff have already been assigned on the basis of the number of bookings.</p> <p>Q. Will you look at increasing numbers when the new build is in place? A. The intention is to provide wrap around care for YR as part of the nursery provision, subject to parental demand. This will free up the number of spaces we can offer in the After School Club.</p> <p>It was noted that the planning application for the new build had been submitted and over 100 objections had been received, mainly related to having a pre-school on site. Some feedback has also been made informally to individual governors which had been discussed in detail at the Resources Committee. To date there has been no feedback from the Planning Officer but, in view of the number of objections, it is likely that the application will go the Borough Council planning committee in January.</p> <p>Q. How can governors respond when approached? A. The intention is to give all children in Overton the opportunity to receive high quality provision and support is needed to ensure that none are disadvantaged when they</p>	MN

move into school.

Change of use for the playing fields has also been submitted and a response awaited.

The revised 2023/24 'O', 'Y' and 'D' code budgets, as follows, were approved unanimously.

'O' Code

Total Income	£2,130,972 Two million one hundred and thirty thousand nine hundred and seventy two pounds
Total Expendirue	£2,660,412 Two million six hundred and sixty thousand four hundred and twelve pounds
In-Year Surplus/(Deficit)	(£529,440) (Five hundred and twenty nine thousand four hundred and forty pounds)
Surplus/(Deficit) Brought Forward	£642,555 Six hundred and forty two thousand five hundred and fifty five pounds
Cumulative Surplus/(Deficit)	£113,115 One hundred and thirteen thousand one hundred and fifteen pounds

'Y' Code

Total Income	£41,000 Forty one thousand pounds
Total Expenditure	£150,950 One hundred and fifty thousand nine hundred and fifty pounds
In-Year Surplus/(Deficit)	(£109,950) (One hundred and nine 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)	£20,287 Twenty thousand two hundred and eighty seven pounds

'D' Code

Total Income	£53,664 Fifty three thousand six hundred and sixty four pounds
Total Expenditure	£502,890 Five hundred and two thousand eight hundred and ninety pounds
In-Year Surplus/(Deficit)	(£449,226) (Four hundred and forty nine thousand two hundred and twenty six pounds)
Surplus/(Deficit) Brought Forward	£531,205 Five hundred and thirty one thousand two hundred and five pounds)
Cumulative Surplus/(Deficit)	£81,979

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	Eighty one thousand nine hundred and seventy nine pounds	
7.	Pay Committee Report The Pay Committee had met and approved the recommendations for teachers' pay on the basis of the anonymised data. Robust questions had been put to the Headteacher, especially about where some staff had not met targets for writing.	
8.	Monitoring Grid Update The grid as at 5 December 2023 had been circulated before the meeting and it was noted that the Headteacher would update it to reflect the actions completed for this term. With regard to actions for Spring 1, the following was noted: Item 23: the Chair will discuss filtering and monitoring arrangements with the School Business Manager. Item 27: governors to attend staff and pupil progress meetings Item 29: Parent Governors to consider preparation of the parent survey for the summer term. Item 31: RZ to review the impact of Pabulum after the Resources Committee meeting on 18 January. Item 32 – internal control checks: to be moved to item 53 in summer 1.	FW JM/MN RZ FW
9.	Chairman's and Clerk's Items There were no matters to report.	
10.	Policies The SEND policy, which had been circulated before the meeting, was approved without amendment.	
11.	Training 11.1 Training Booked/Undertaken BG had attended training on the Effective Use of Pupil Premium which had been very informative and had raised some good questions to be asked at future meetings. The slides would be sent to the Clerk for uploading to Governor Hub. It was noted that AT had booked to attend induction training for new governors on 24 January. 11.2 Whole Governing Body Training Governors were reminded that the session on Effective Governance would be taking place at 6.30pm that evening. Apologies from BG were noted. 11.3 In-house training on data It was agreed that WG would facilitate session at 6.15pm on 31 January. Governors were asked to suggest beforehand what information they wanted to get out of the whole school tracking data and how it is collected.	BG/Clerk All All All
12.	Governor Visits BG's report on her discussion of SEND with the Inclusion Manager had been circulated before the meeting and was noted. The meeting had included discussion of the Inclusion Manager's workload, as raised in the Headteacher's report earlier in the meeting. JR's report on the Staff Development meeting on preparation for SIAMS, facilitated by	

		Action
	Richard Wharton, the Diocesan Education Adviser, had been circulated before the meeting and was noted. An inspection is expected next term.	
13. Correspondence	There were no items of correspondence to note.	
14. Any Other Business	No matters were raised.	
	Date of Next Meeting The next meeting will take place on Tuesday 6 February 2024 at 6.15pm. This will be a virtual meeting.	

The meeting closed at 11.30am

Signed: (Chair of Governors) Date:

Action Report – 5 December 2023

Ref	Action Report	Action	Status
17.03.22	4 – Headteacher's Report	JM and RS to review and update governor job descriptions.	Ongoing
11.07.23	5 – Monitoring Grid	FW and WG to carry out Pupil conferencing focusing on Christian ethos of our school and understanding of equality and diversity.	COMPLETED
10.10.23	2.2 – Declarations of pecuniary interest	ALL to update their declarations on Governor Hub.	Ongoing
10.10.23	7.2 – Actions	JM to bring the report on the review of website compliance to the next meeting.	Ongoing
10.10.23	11 – Monitoring Grid	RZ to follow up on when the Best Value Statement was reviewed. FW and RS to develop the grid for 2023/24.	COMPLETED COMPLETED
10.10.23	12 – Safeguarding	ALL to confirm on Governor Hub that they have read KCSIE September 2023.	Ongoing
10.10.23	15.2 – Whole GB training	ALL to attend the session on 5 December 2023 at 6.30pm.	COMPLETED
05.12.23	3.2 - Actions	FW/RZ to advertise the vacancy for a Parent Governor in the spring term.	New action
05.12.23	4 – Headteacher's Report	FW to circulate dates of Staff Development meetings in the spring term	COMPLETED
05.12.23	4 – Headteacher's Report	JR and BG to review information on Ethos and Values on the website.	New action

05.12.23	6 – Budget Revision	MN to check where expenditure on premises staff is shown on the 'O' code budget.	New action
05.12.23	8 – Monitoring Grid	FW to update to reflect the actions completed for this term and move item 32 to item 53. JM to discuss filtering and monitoring arrangements with the School Business Manager. RZ to review the impact of Pabulum after the Resources Committee meeting on 18 January.	New action New action New action
05.12.23	11 – Training	BG to send slides from training on the Effective Use of Pupil Premium to the Clerk. ALL to attend WGBT on Effective Governance on 5 December. ALL to attend in-house training on Data at 6.15pm on 31 January. ALL to suggest beforehand what information they wanted to get out of the whole school tracking data and how it is collected.	New action COMPLETED New action New action