

Overton Church of England Primary School

Minutes of the Full Governing Body Meeting

Held on Tuesday 7 July 2026 at 6.15pm

Present:	Dr John Mitchell (JM) Mrs Fiona Wyeth (FW) Mrs Beth Gough (BG) Miss Lisa Mackrill (LM) Mr Oli Rodi (OR) Rev James Russell (JR) Mrs Laura Tarsey (LT) Mr Rob Zealley (RZ)	Chair Headteacher
Apologies:	Prof Andy Tolmie (AT)	
In attendance:	Mrs Zoe Duff (ZD) Mrs Flavia Coleman	Business Manager Clerk

		Action
1.	Welcome and apologies The Chair opened the meeting at 6.15pm and welcomed everyone. Rev James Russell led a prayer. Apologies for absence were received and accepted from Andy Tolmie.	
2.	Declarations of pecuniary interest 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.	
3.	Previous Meeting – FGB 20 May 2026 3.1 Approval As the minutes of the Full Governing Body meeting held on 20 May 2026 were not available, it was agreed that they should be approved by e-mail when they have been circulated. 3.2 Matters Arising and Action Report Carried forward to the next meeting.	
4.	Headteacher's Written Report The Headteacher's written report had been circulated before the meeting and the following noted: Attendance Attendance is variable across the school and, at 95.58% up to 1 July, is slightly down on last year, when it stood at 95.81%. Attendance letters have been sent out with reports to provide parents with the opportunity to comment as this had been raised by parents last year as a concern. A number of fixed penalty notices have been issued for holidays taken in term-time. Staff Absence Absence for all staff groups for the period 1 September 2025-28 May 2026 is lower this year than last but LSA absence is significantly higher than that of teachers.	

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<p>Q. Is that the same as in other schools?</p> <p>A. Possibly, but absence can be for a number of reasons. Sickness absence is a particular concern and the staff concerned will receive a letter which will be added to their personnel files. Displaying anonymised absence data in the staffroom is being considered.</p> <p>Safeguarding</p> <p>There are no children with a Child Protection plan.</p> <p>There have been a total of 2 Child in Need assessments.</p> <p>The pre-schools and nurseries have been asked for child protection notes and these will be added to the children's profiles when they arrive in September.</p> <p>A question to confirm if any child has had a previous sibling at the school will be added to the admissions form as names could change and this will ensure that a family with previous safeguarding concerns is not missed.</p> <p>The Headteacher will continue to have responsibility for safeguarding until the last week of August.</p> <p>Staffing</p> <p>The school will be fully staffed in September.</p> <p>There will be a new teacher on a fixed-term contract in Y6, a new LSA in Y4 and a new 0.4fte teacher to cover French, Music and Leadership time.</p> <p>LM, as Deputy Heateacher, will be non-class based, as will the new full-time Inclusion Manager.</p> <p>It is possible that a child with an EHCP who will need a considerable amount of support will be joining YR in September and, if so, an additional LSA may need to be recruited. The school has made it clear to the LA that it is not able to meet the child's needs but the LA is insistent that the child is admitted.</p> <p>Q. Will the LA cover the cost of the LSA?</p> <p>A. No. The school is responsible for the first £6k of the cost of the child's support.</p> <p>Premises/Health & Safety</p> <p>A considerable amount of work will be taking place in the summer holidays.</p> <p>Dates for the fire drill and lockdown procedure have now been confirmed.</p> <p>Parental Engagement</p> <p>New YR parents attended an evening induction and afternoon session with the School Nursing Team.</p> <p>Face-to-face parent consultatives were well attended.</p> <p>Parents were invited to see the school orchestra play, to a Rock Steady concert and to see the choir perform. In addition, the first Creative Arts Festival on 30 June was very well attended and there was a considerable amount of positive feedback.</p> <p>Minutes of the Parent Council meeting on 24 June had been circulated before the meeting for information.</p> <p>Staff Wellbeing</p> <p>The school does its best to support staff wellbeing in a number of ways.</p> <p>Directed time was allocated to provide staff with additional time and to reduce workload for the following:</p> <ul style="list-style-type: none"> • Excellence Teams presenting to FGB • Reports to parents • Two transition meetings to receiving teachers • Performance management reviews • Wellbeing 	

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<p>Accidents/Incidents</p> <p>The accident rate amongst the children is consistently low with only minor bumps and grazes.</p> <p>However, a member of the cleaning staff recently suffered severe concussion after bumping their head whilst working for the catering firm at lunchtime in the kitchen. The Headteacher confirmed that the school reported the accident as it happened during the school day although the individual technically was not in the employment of the school at the time of the accident.</p> <p>Behaviour</p> <p>Analysis of behavioural incidents in Spring 2 and Summer 1 showed that there has been a significant improvement in the behaviour of the majority of children in Y3 and Y4, with 3 exceptions (2 children in Y3 and 1 in Y4).</p> <p>Q. Have you done anything specific to bring about the change?</p> <p>A. Family therapy and consistency of expectations and language have been factors. The Y3 teacher has worked very hard to support all the children and is to be commended. The hard work of staff and Thrive support has also helped to address the behaviour of a child in Y4. There is also a child in Y4 who needs a considerable amount of support related to their transition into the school and their parents have been very supportive.</p> <p>Teaching and Learning</p> <p>The Headteacher and Phase Leaders have completed informal learning walks with an agreed focus and provided feedback to the Leadership Team at weekly meetings. The Phase Leader and Excellence Teams moderated writing and Maths samples and fed back actions to teachers.</p> <p>The Headteacher and English Lead moderated all Y6 writing in May and June prior to submission.</p> <p>87.3% of Y1 achieved the standard in the phonics test and 73% of Y2 who retook the test also achieved the standard. Both of these results were an increase from last year.</p> <p>SEND</p> <p>There are 80 children on the SEND register; 13 with EHCPs and 67 with 'SEN Support' provision.</p> <p>The number of children at SEN Support is above the national average but the number with EHCPs is below, which reflects the school's inclusive ethos. The demand from parents for EHCP applications is increasing, however.</p> <p>It is hoped that Educational Psychologist support can be accessed in the autumn term to support the needs identified.</p> <p>YR Admissions</p> <p>Q. What is the profile of children coming into YR in September?</p> <p>A. A third will come from the nursery and, due to the work of the nursery team, are very school ready.</p> <p>Attainment and Progress</p> <p>It was noted that there has been a delay in delivery of the SATs data and that it would be released on 17 July. Once it has been analysed, it will be circulated to governors.</p> <p>On the basis of teacher assessment, it was noted that Reading is a strength across the school, with between 74% and 92% of children achieving ARE and girls outperforming boys in all year groups.</p> <p>In Writing, between 54% and 86% achieved ARE+, with girls outperforming boys in YsR-5 but boys outperforming girls in Y6.</p>	

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	<p>In Maths, between 70% and 91% of children achieved ARE, with girls outperforming boys in YR and Ys2-5 and boys outperforming girls in Y6. There was no gender difference in Y1.</p> <p>The lowest outcomes were in Ys3 and 4, where 74% of Y4 children achieved ARE in Reading, 57% of Y3 and 54% of Y4 achieved ARE in Writing and 77% of Y3 and 70% of Y4 achieved ARE in Maths.</p> <p>Q. What more can be done for Ys3 and 4?</p> <p>A. We have tried to address this through pupil progress meetings and LM has worked with Y5 to identify those children who are close to ARE. The impact of children with SEND and that Y4 are the cohort with the lowest attainment at the end of YR is acknowledged.</p> <p>Q (to LM). What are your views on writing?</p> <p>A. Many of the children are very creative and their compositional skills have improved but they are careless with the basic skills of handwriting, spelling and grammar.</p> <p>The Headteacher explained that we have seen improvements in these aspects in KS1 through reviewing planning and that these will be built on as the children move into KS2.</p> <p>Q. When the data for writing for this year is compared to last year, is achieving ARE in writing more difficult to achieve?</p> <p>A. Writing is always the most complex cognitive task and the range of criteria that need to be met to achieve ARE is considerable and demanding, covering both composition and secretarial skills. The key is for all staff to believe that the children in all year groups from Y1 to Y5 can develop and be good writers and to ensure that they target children throughout each year so that they make progress and not leave it to the Year 6 team to have to push them and achieve good outcomes. It is recognised that, despite the improvements that have been made, there is more work to do.</p> <p>The Headteacher was thanked for her very comprehensive and informative report.</p>	
5.	<p>Mobile Devices Policy</p> <p>The Headteacher advised that the original policy had been reviewed by the Curriculum Committee and very few concerns had been raised initially. However, following feedback from the Parent Council, changes to the DfE guidance and the outcomes of the parent consultation, which had been circulated before the meeting, the policy had been revised again and was now presented to governors for approval.</p> <p>The summary of the outcomes from the consultation and the verbatim comments from parents had also been circulated and were reviewed in detail. It was noted from the 113 responses received, that 89% of parents either strongly agreed, agreed or were neutral in respect of the proposition that, from September, only Y6 pupils would be allowed to bring brick phones into school, with 11% against.</p> <p>In the detailed discussion that followed, governors were satisfied that the policy made effective provision around concerns for pupils' safeguarding and welfare which the lack of a smartphone when walking home from school might entail, but that there was a need to be specific and to provide a link to the safety and parental concerns document as well as include specific criteria for any exemptions from the policy. This was discussed and agreed and governors asked that the list of exemptions was included in the policy.</p> <p>The policy was approved, subject to the inclusion of a statement to the effect that it was appreciated that, for some parents, allowing a child to have a smartphone was</p>	FW

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	<p>important in terms of their safeguarding and welfare but that it was believed that there were alternatives available.</p> <p>It was also agreed that a reference to the safety and parental concerns document should be included.</p> <p>It was noted that the Headteacher had circulated an e-mail highlighting the potential risks around the availability of smart glasses, including meta glasses and which suggested that a reference to wearable recording devices, including glasses, should be added to relevant policy statements, including safeguarding, behaviour, data protection and acceptable use of IT. It was agreed that this should also be included in the mobile devices policy.</p> <p>Post-meeting note: the revised policy, taking into account the discussions and decisions taken was circulated to governors and was approved unanimously. It was subsequently agreed unanimously that, in line with the approach taken by other Basingstoke & Deane schools, Y5 pupils should also be allowed to bring basic brick phones into school.</p>	<p>FW</p> <p>FW</p>
6.	<p>Safeguarding Audit</p> <p>The completed audit pro-forma had been circulated before the meeting and was approved for submission without amendment.</p> <p>Q. When will an update of the actions be provided?</p> <p>A. They could be added to the monitoring grid to be picked up by the Safeguarding Governor.</p>	OR
7.	<p>PE/Sports Premium and Pupil Premium</p> <p>7.1 PE/Sports Premium Review and Impact Report 2025/26</p> <p>The review and impact report for 2025/26 had been circulated before the meeting.</p> <p>Q. What is the Sports Partnership Network?</p> <p>A. A network of providers that works well in small primary schools and in Basingstoke but it is challenging for us as a rural school to be a part of.</p> <p>The review and impact report was approved unanimously for submission.</p> <p>7.2 Pupil Premium Review and Impact Report 2025/26</p> <p>The review of the 2025/26 Pupil Premium strategy had been circulated before the meeting and it was noted that a number of children eligible for the funding are also on the SEND register.</p> <p>A comparison of attainment data from previous years showed that attainment in Reading has improved, but that there has been a reduction in Maths from 77% last year to 67% this year and that there has been no impact on Writing, although, as noted earlier, this is a whole school challenge. The gap between Pupil Premium children and their peers continues but is very cohort specific and will be impacted by SEND.</p> <p>It was noted that the school continues to offer to subsidise the cost of day and residential trips by 50% for Pupil Premium children to ensure that they can attend. Free music tuition had also been offered but had not been taken up.</p> <p>Thanks were extended to JR for facilitating funding by a local charity.</p>	
8.	Policies	

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	<p>The Headteacher was thanked for the policy review schedule and the list of MoPP adopted policies which had been circulated before the meeting for information and were very helpful.</p> <p>The following policies had been circulated before the meeting:</p> <p><u>Anti-Bullying</u> The policy, which had been revised to take account of new PSHE/RSE guidance, was approved without amendment. Post-meeting note: following the introduction of Benedict's Law, bullying due to medical needs or allergies has been added. The revised policy had been circulated and approved unanimously.</p> <p><u>Relationships, Sex and Health Education</u> The new policy, which included provision for delivery primarily through the HeartSmart programme and also covered sex education and links to the Anti-Bullying policy, was approved without amendment. LM was thanked for all her work in developing the policy.</p> <p>Results from the parent consultation had also been circulated and it was noted that, from the 100 responses received, 95% either strongly agreed, agreed or were neutral on the proposition that RSE education was an important part of the school curriculum.</p> <p><u>Recruitment</u> The policy, which was based on the model policy from the MoPP, personalised to the school and demonstrated that the school was adhering to the statutory and LA guidelines and safer recruitment procedures, was approved without amendment.</p> <p><u>School Uniform</u> It was noted that the policy had been discussed with the Parent Council and had been revised to take account of its view that the options should be narrowed down and that the main changes were around PE kit.</p> <p>Governors discussed whether there should be one colour or more for shorts and jogging bottoms and agreed that this should be restricted to plain black jogging bottoms and shorts with no logo.</p> <p>The policy was approved subject to this amendment.</p>	FW
9.	<p>Finance – End of Year Budget Reports The end of year reports for the 'O' code (School), 'Y' code (Wrap Around Care) and 'D' code (Nursery) budgets, signed by the Headteacher, had been circulated before the meeting for information and signature by the Chair.</p>	JM
10.	<p>Monitoring Grid The updated grid had been circulated for the meeting and the following items were noted as completed:</p> <ul style="list-style-type: none"> • Item 35 – Monitor safeguarding culture: covered by visit in summer 1 and reported at May FGB. • Item 56 – Review Headteacher's report on pupil progress, behaviour and exclusions. • Item 57 – To continue to monitor attainment and achievement in Reading, Writing and Maths: covered by Headteacher's report. • Item 60 – Monitor budget reports • Item 61 – To ensure pages and blog on website are updated regularly. • Item 62 – Report on attendance data: covered by Headteacher's report. 	

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	<ul style="list-style-type: none"> Item 65 – FGB to consider outcomes of parents survey and report to parents in Governor newsletter. Discussed at this meeting. <p>The following items remain outstanding: Item 58 – Monitor and evaluate play provision at break times: BG to complete. Item 59 – Pupil conferencing – SMSC Item 64 – FS Team to report on progress and characteristics using FSP Item 67 – Pupil Conferencing focusing on Christian ethos of our school and understanding of equality and diversity</p> <p>These will be carried forward to the 2026/27 grid which will be in line with the new Ofsted framework.</p>	<p>BG</p> <p>OR</p>
11.	<p>Chairman's and Clerk's Items 11.1 – Data Protection – guidance on managing complaints Guidance developed by the LA Legal team had been circulated before the meeting for information and was noted.</p> <p>11.2 – 2026/27 Meeting Dates The Clerk will circulate a draft schedule of meeting dates for the new academic year for feedback.</p>	FC
12.	<p>Training 12.1 Training Booked/Undertaken LM advised that she had completed new governor induction training. It was noted that LT is safer recruitment trained.</p> <p>12.2 Date and Topic for Whole Governing Body Training It was agreed that a date in November for a session on safeguarding should be explored with Governor Services.</p>	OR
13.	<p>Governor Visits No governor visit reports had been received.</p>	
14.	<p>Correspondence Governors carefully considered the report and recommendations from an independent investigation of a complaint raised by a parent at stage 1 of the complaints process which had been circulated before the meeting, together with the parent's response and request to proceed to stage 2 of the process, with the caveat that it would be withdrawn pending governors' agreement to uphold the stage 1 findings.</p> <p>The complaint focused on the impact of the introduction of the mobile devices policy and the school's refusal to allow the parent's child to continue to carry a Smartphone to and from school, hand it in on arrival and collect it at the end of the school day. The parent also raised concerns about the process by which the decision had been handled, which included delay, a lack of response from the Chair of Governors, a lack of meaningful consultation before the policy was implemented and concerns about independent governance oversight.</p> <p>Governors considered and understood the parent's concerns about the effect of the ban on his family's childcare arrangements and the phone's function in allowing his child to access the family home but, at the same time, expressed their own concerns about children's safety when walking to and from school on busy roads and possibly being distracted looking at a phone.</p>	

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	<p>It was noted that the current arrangements, whereby the child may bring a phone into school will continue until the end of the summer term, provided it is switched off, handed in on arrival and collected at the end of the school day. However, governors were clear that it would be for the incoming Headteacher to make a decision on any further exemption.</p> <p>With regard to the other concerns raised and the recommendations from the investigation report, it was accepted that there was a need to ensure processes were robust and noted that policies are approved through discussion at FGB meetings usually following initial discussion at committee level and minuted. In acknowledgement of the fact that discussions on the approval of this policy had not been minuted and, to demonstrate due process, governors will ensure that, for the future, their questions are included in the minutes. Any ratification by email must ensure responses from all governors together with appropriate questioning and discussion is minuted at the next FGB meeting.</p> <p>In addition, although governors believed that the difference between a complaint and a concern was clear in the Complaints policy, the Headteacher or Chair of Governors will offer any parent the opportunity to escalate their concern as a complaint at the first contact.</p> <p>With regard to the consultation process, it was acknowledged in discussion that the original process although not statutory, could have been improved but noted that, as discussed earlier in the meeting, the policy had been reissued as a result of feedback from the Parent Council, where greater clarification of the processes for exemption and confiscation had been requested, and of the significant changes to the DfE guidance.</p> <p>As the policy presented to governors for approval had been revised again in light of feedback, due to further discussion at FGB and the outcomes of the consultation, it was agreed that the policy should be further revised to include smart glasses and watches and a link to advice from external agencies to address welfare and safeguarding concerns. The revised draft to reflect the changes had subsequently been circulated to governors for review and approved unanimously.</p> <p>At the conclusion of the discussion, it was agreed that all the points raised as a result of the investigation had now been addressed and that, in view of the strong support evidenced in the consultation, as evidenced by the summary of the outcome of the consultation and the verbatim comments, there was no need for any further deliberation with parents about the issue.</p>	
15.	<p>Any Other Business</p> <p>15.1 Parental Concern</p> <p>The Headteacher advised that correspondence had been received from a parent with regard to a safeguarding issue after a child escaped from the school site. Steps which could be taken to mitigate the risk had been discussed with the LA's Health & Safety Advisor, Inclusion and Safeguarding teams and a meeting held with the parents, which a member of the LA Inclusion Team had also attended.</p> <p>15.2 Climate Change</p> <p>In view of the recent heatwaves and the impact on the school, and the longer-term impact of climate change, a governor suggested that initial discussions on options available should be discussed at the Resources Committee. It was agreed that, as a first step, this should be progressed with the incoming Headteacher.</p>	

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16.	Impact of the Meeting <i>What have we discussed at this meeting that shows effective governance?</i> <ul style="list-style-type: none"> • Thorough review and robust discussion of parental complaint and the best way forward • Reviewed and approved policies • Reviewed the outcomes from parental consultations • Questioned the data • Considered the impact of the PE/Sports Premium and Pupil Premium strategies • Discussed and approved 2026/27 budgets and 5-year plans • Discussed the nursery and implications for next year • Reviewed the monitoring grid 	
	Date of Next Meeting To be confirmed.	

The meeting closed at 8.15pm

<p>As this was the Headteacher's last meeting before her retirement, the Chair reflected on everything she had achieved during the 22 years she had been in post and the benefits her inspirational leadership and professionalism had brought to all the children and the difference it had made to their lives. He presented her with a gift from the Governing Body.</p> <p>The Headteacher replied that it had been a privilege to lead the school over the last 22 years. There was a significant amount to be proud of and she commended all the staff for their hard work in helping to bring this about and thanked the governors for all their support.</p>	
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Signed: (Chair of Governors) Date:

Action Report – 7 July 2026

Ref	Action Report	Action	Status
02.10.25	13.1 – Training	All to consider booking training on equality and/or working with parents.	Ongoing
17.03.26	5.1 Excellence Plan 2025/26	JM and RZ to review roles and responsibilities JM to carry out exit interview with Sam Burrows,	Ongoing Ongoing
17.03.26	7 Monitoring Grid	RZ to combine evaluation of school dinner provision with Health and Safety visit, Resources Committee meeting and monitoring of financial controls for payroll and procurement on 7 May.	Completed, with the exception of school dinner provision
20.05.26	3.2 Actions	OR/RZ to send the new governor induction pack to Laura Tarsey.	New action

20.05.26	6 Monitoring Grid	BG to include pupil conferencing on the new play equipment with the next safeguarding visit.	New action
07.07.26	5 Mobile Devices Policy	FW to amend to include: <ul style="list-style-type: none"> • A statement regarding alternatives to smartphones for children's safety and welfare. • A reference to the safety and parental concerns document. • A reference to wearable recording devices, including glasses. 	Completed
07.07.26	5 Mobile Devices Policy	FW to add the potential risks around the availability of smart glasses, including meta glasses, to relevant policy statements.	New action
07.07.26	6 Safeguarding Audit	OR to add follow up on the actions by the Safeguarding Governor to the 2026/27 monitoring grid.	New action
07.07.26	8 Policies	FW to amend the School Uniform policy to specify plain black jogging bottoms and shorts with no logo for PE.	New action
07.07.26	9 Finance Reports	JM to sign the year end reports.	New action
07.07.26	10 Monitoring Grid	BG to monitor and evaluate play provision at break times. OR to carry forward outstanding actions to the 2026/27 grid.	New action
07.07.26	11.2 2026/27 Meeting Dates	Clerk to circulate proposed dates.	Completed
07.07.26	12.2 Training	OR to explore dates in November for WGBT with Governor Services.	Completed