

# Overton Church of England Primary School

## Minutes of the Full Governing Body Meeting Held on Thursday 5 February 2026 at 6.15pm

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

		Action
1.	<p><b>Welcome and apologies</b>            The Chair opened the meeting at 6.25pm and welcomed everyone. Rev James Russell led a prayer.</p> <p>Apologies for absence were received and accepted from Beth Gough and Andy Tolmie.</p>	
2.	<p><b>Declarations of pecuniary interest</b>  <b>2.1 Declarations related to any items on this agenda</b>            Governors were invited to declare any pecuniary interests in any of the agenda items. No declarations were made.</p> <p><b>2.2 Governors to update declarations on GovernorHub, including that KCSIE 2025 has been read</b>            Those governors who had not yet completed their declarations were reminded to do so as soon as possible.</p>	<b>All</b>
3.	<p><b>Previous Meeting – FGB 4 December 2025</b>  <b>3.1 Approval</b>            The minutes of the Full Governing Body meeting held on 4 December 2025 were agreed as a true and accurate record and will be signed electronically by the Chair.</p> <p><b>3.2 Matters Arising and Action Report</b>  <b>Website audit:</b> now completed. This also covered the action on the updating of the monitoring grid.  <b>Governor concerns re EHCP top-up funding:</b> it was confirmed that the High Needs Top Up funding for the autumn and spring terms had now been received together with funds for a child who left the school in the summer term. Funds for one child were missing, however, and this is being followed up.</p> <p>Any other actions had either been completed or were covered by the agenda for the meeting.</p>	
4.	<b>Headteacher’s Verbal Report</b>	

	Action
<p>The Headteacher provided an update on the following:</p> <p><b>Uniform policy</b> Information sent to parents with regard to the Uniform policy on the website had been sent out in response to a request from a parent. There has had been some challenges and a letter to clarify matters would be going out to parents in the following week so that parents have the opportunity to purchase the items ready for September.</p> <p>The aim is to simplify the requirements so that these are equitable for all children and families and the policy will be discussed at the Curriculum Committee meeting next term and then brought to the Full Governing Body for approval before being issued to parents.</p> <p><b>Staffing Structure, TLR and Job Descriptions</b> The information circulated to governors before the meeting was intended to clarify the position and explain the award of a 1.0fte TLR to the Inclusion Manager, although she is on a 0.7fte contract.</p> <p>The award was approved unanimously.</p> <p>Any other matters to report were reflected in the minutes of the Curriculum and Resources Committee meetings.</p>	
<p><b>5. Committee Reports</b></p> <p><b>5.1 Curriculum Committee</b> In BG's absence, OR highlighted the following key items from the meeting on 21 January:</p> <ul style="list-style-type: none"> <li>• Staff are reviewing the 2025/26 Excellence Plan and will present the 2026/27 plan to governors before the Full Governing Body meeting on 20 May at 5pm.</li> <li>• The committee had discussed adaptations to reflect the EEF 5-a-day approach to strengthen the subject curriculum to ensure it is accessible to all children.</li> <li>• The Headteacher's lead role in training the Basingstoke and Deane cohort of 35 ECT Year 1s and facilitating the National Qualifications (NPQSL) with LLSE/University of Winchester, where the last cohort achieved a 100% pass, continues.</li> <li>• Data on the uptake of Spelling Shed is to be provided.</li> <li>• The Forest School provision continues to be on track to meet the objective of ensuring all children have access to the experience.</li> <li>• A Y6 child who is one of the Worship Ambassadors who wishes to share their faith will be leading a worship on 16 March at 1.30pm.</li> <li>• All the ambassador teams – Eco, Wellbeing, Physical Health, Safety, Worship and Courageous Advocacy – are working hard. The Eco team are designing a new WOW badge, links with a school in Uganda have been made and a foodbank is being considered. The advocates for physical health will launch Dress to Express for Mental Health and Wellbeing day.</li> <li>• The number of children on the SEND register is increasing. 12 children have EHCPs and another one is in draft and two more are in process. Two families are going through the tribunal process.</li> <li>• Alternative provision for one child is going well and an induction meeting for another child to begin in the following week has been held.</li> <li>• The school was congratulated on the letters it had received from the Secretary of State and the Diocese commending it on the outcomes achieved by disadvantaged pupils in 2024/25, which were among the best nationally. The Headteacher expressed her pride in everything all the staff do to support the children.</li> </ul> <p><b>6.2 Resources Committee</b></p>	

		Action
	<p>RZ highlighted the following key points from the meeting held on 26 January:</p> <ul style="list-style-type: none"> <li>• All the sheets for Safeguarding and Health &amp; Safety annual training had been signed off and there were no concerns.</li> <li>• There were no concerns about the current financial position.</li> <li>• A meeting regarding anomalies with the water meter for the swimming pool is to be arranged with Lordsfield.</li> <li>• The complaint from a member of the public to Basingstoke and Deane Borough Council regarding the fireworks display organised by OSA has now been resolved. For the future, the importance of reporting any first aid concerns so that these can be recorded will be added to OSA's marketing material.</li> <li>• Findings from the electrical inspection are being followed up with HCC Property Services.</li> <li>• Quotes for the replacement of the viewing platform at the pond and the Chestnut wooden fencing along the YR boundary are being sought.</li> </ul> <p><b>Q. Could OSA be asked to fund the replacement of the viewing platform?</b> A. It is possible and will be included in the list of items that we would like them to fund.</p> <ul style="list-style-type: none"> <li>• Following an incident at another school, HCC had highlighted the importance of ensuring that finger guard installations are compliant. It was confirmed that there are finger guards on all classroom doors and that all are compliant.</li> <li>• The termly Health &amp; Safety assessment had been completed and submitted to HCC.</li> <li>• There are no children on Child Protection Plans but three are on Child in Need plans.</li> <li>• Governor visit forms include safeguarding questions and it was suggested that these are put to the children.</li> <li>• Staff absence is below the national average. The long-term sickness absence of one member of staff has now been resolved following the involvement of Occupational Health and the staff member concerned is due to return to school.</li> </ul> <p><b>Q. Were any year groups impacted?</b> A. There is one year group we are monitoring and LSAs have been deployed as necessary.</p> <p><b>Q. How is the School Council going?</b> A (LM). It meets every two weeks and is currently planning for Comic Relief. There are also plans to fund raise for St Michael's Hospice in the summer.</p>	
7.	<p><b>SFVS Return</b> The SFVS return circulated before the meeting was unchanged from last year and was approved unanimously for submission.</p>	
8.	<p><b>Climate Plan</b> The Headteacher advised that LM and Sarah Parry had been involved in the development of the climate action plan circulated before the meeting, which incorporated changes suggested by Sustainable Overton and which reflected the school's current position.</p> <p>The Eco Ambassadors would work with the Site Manager and the Schol Business Manager to carry out the energy audit.</p> <p>The plan was approved unanimously for publication on the website.</p>	
9.	<p><b>Monitoring Grid Update</b> The Headteacher was thanked for updating the monitoring grid, which had been circulated before the meeting. Actions were noted as follows:</p>	

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	<p><u>Autumn 1</u></p> <ul style="list-style-type: none"> <li>7: Health &amp; Safety termly return – completed.</li> <li>8 and 9: Website audit – in progress.</li> </ul> <p><u>Autumn 2</u></p> <ul style="list-style-type: none"> <li>23: Monitoring of filter and monitoring arrangements – BG to include as part of safeguarding monitoring.</li> </ul> <p><u>Spring 1</u></p> <ul style="list-style-type: none"> <li>26: Observe Heartsmart lessons – BG to cover.</li> <li>27: Pupil progress meetings – governors were welcome to attend the meetings on 10 and 11 February. RZ will attend the Y3 meeting.</li> <li>29: Parent survey – it was agreed to defer this either to summer 1 or the new academic year when the new Headteacher will be in post and familiar with the school.</li> <li>31: Evaluate school dinner provision – it was agreed to defer this to spring 2 when RZ could cover or BG could incorporate into a safeguarding visit.</li> </ul> <p><u>Spring 2</u></p> <ul style="list-style-type: none"> <li>34: Attend Staff Development meetings – governors were welcome to attend the meeting on ASD on 23 February. JR will attend the meeting on writing moderation on 11 March and the Chair will check whether AT could attend the INSET on Let's Think in English on 4 March. OR will attend the INSET on neurodiversity facilitated by the Austen Academy.</li> <li>35: Monitoring of safeguarding culture – BG to link with monitoring of filtering and monitoring and school dinner provision.</li> </ul>	<p><b>BG</b></p> <p><b>BG</b></p> <p><b>RZ</b></p> <p><b>RZ/BG</b></p> <p><b>JR</b> <b>JM/AT</b></p> <p><b>OR</b></p> <p><b>BG</b></p>
<b>10.</b>	<p><b>Chairman's and Clerk's Items</b></p> <p><b>10.1 Headteacher Recruitment</b></p> <p>The Chair advised that 12 potential candidates had visited the school and that he would e-mail them to thank them for their interest and hope that they would apply for the role.</p> <p>Governors discussed activities that candidates could be asked to carry out on day 1 of the interview process, including:</p> <ul style="list-style-type: none"> <li>Leading worship. Two separate sessions could be arranged, with the year groups split by odd and even numbers.</li> <li>Meeting with the School Council.</li> <li>Meetings with groups of 8-10 children to discuss their views of the school.</li> <li>Data or finance analysis.</li> <li>Learning walks with a focus on areas such as learning behaviours, SEND and Pupil Premium.</li> <li>In tray activity and writing a letter to parents.</li> <li>Round table meeting with staff.</li> </ul> <p><b>10.2 Renewal of Clerking Service Contract for 2026/27</b></p> <p>It was agreed unanimously that the contract to cover 6 Full Governing Body meetings should be renewed for the 2026/27 financial year.</p>	<b>JM</b>
<b>11.</b>	<p><b>Training</b></p> <p>All governors had attended the first webinar on Headteacher recruitment on 4 February and the interview panel would attend the second webinar on 24 February.</p>	
<b>12.</b>	<p><b>Governor Visits</b></p> <p>Governors noted the following visit reports and thanked BG and AT for their efforts:</p> <ul style="list-style-type: none"> <li>KS1 Nativity</li> <li>Pupil Progress meetings – YR, Y1 and Y2</li> </ul>	

		Action
13.	<b>Correspondence</b> Confidential item.	
14.	<b>Any Other Business</b> The Headteacher advised that Juliet Henderson, the local County Councillor, would be visiting the nursery on 12 February at 2pm.	
15.	<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>Detailed discussion on the effectiveness of governance processes.</li> <li>Approval of the SFVS return and assurance that processes are robust.</li> <li>Review of progress on Headteacher recruitment.</li> <li>Carried out deep dive on governor monitoring.</li> <li>Considered the Uniform policy and plans for its introduction in September.</li> </ul>	
	<b>Date of Next Meeting</b> The next meeting will take place on Tuesday 17 March 2026 at 6.15pm	

The meeting closed at 8.10pm

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

### Action Report – 5 February 2026

Ref	Action Report	Action	Status
02.10.25	2 – Declarations of interest	<b>ALL</b> to update their declarations of interest on GovernorHub and confirm that they had read KSCIE 2025.	<b>Ongoing</b>
02.10.25	6.2 – Actions	<b>JM</b> to send report on website audit to FJ.	<b>Completed</b>
02.10.25	13.1 – Training	<b>All</b> to consider booking training on equality and/or working with parents.	<b>Ongoing</b>
02.10.25	13.2 – Date and topic for WGBT	<b>JM</b> to liaise with LLP and School Improvement Manager on dates for HT recruitment training.	<b>Completed</b>
04.12.25	4 – Headteacher's Written report	<b>JM</b> and <b>BG</b> 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.	<b>Completed</b>
04.12.25	8 – Monitoring Grid	<b>FW</b> and <b>OR</b> to update the Monitoring Grid. <b>All governors</b> to review items.	<b>Completed</b>
04.12.25	9.1 Update on Headteacher recruitment	<b>JM</b> to note concern about the timing of the advert, noting prospective candidates need to be given adequate time to visit the	<b>Completed</b>

		school.	
04.12.25	9.2 Governing Body membership	<b>Clerk</b> to update Staff Governor records.	<b>Completed</b>
05.02.26	9 – Monitoring Grid	<p><b>BG</b> to link monitoring of filtering and monitoring, observation of Heartsmart lessons, school dinner provision and monitoring of safeguarding culture into governor visits.</p> <p><b>RZ</b> to attend Y3 pupil progress meeting.</p> <p><b>JR</b> to attend writing moderation meeting on 11 March.</p> <p><b>JM</b> to check if AT could attend the INSET on Let's Think in English on 4 March.</p> <p><b>OR</b> to attend the INSET on neurodiversity.</p>	<p><b>New item</b></p> <p><b>New item</b></p> <p><b>New item</b></p> <p><b>Completed</b></p> <p><b>New item</b></p>
05.02.26	10 – Headteacher recruitment	<b>JM</b> to write to potential candidates who had visited the school.	<b>Completed</b>