

Overton Church of England Primary School

Minutes of the Full Governing Body Meeting

Held on Thursday 6 February 2025 at 6.15pm

Present:	Dr John Mitchell (JM) Mrs Fiona Wyeth (FW) Mr Oli Rodi (OR) Rev James Russell (JR) Prof Andy Tolmie (AT) Mr Rob Zealley (RZ)	Chair of Governors Headteacher Arrived during item 5.4
Apologies:	Mr Sam Burrows (SB) Mr Warren Glew (WG) Mrs Beth Gough (BG)	
In attendance:	Miss Lisa Mackrill Mrs Fran Johnson (FJ) Mrs Flavia Coleman	Assistant Headteacher Business Manager Clerk

		Action
1.	Welcome and apologies The Chair opened the meeting at 6.20pm, welcomed everyone and led a prayer. Apologies for absence were received and accepted from Sam Burrows, Warren Glew and Beth Gough and it was noted that Rev James Russell would be arriving late.	
2.	Declarations of pecuniary interest Governors were invited to declare any pecuniary interests in any of the agenda items. No declarations were made.	
3.	Previous meeting – FGB 5 December 2024 3.1 – Approval The minutes of the Full Governing Body meeting held on 5 December 2024 were agreed as a true and accurate record and will be signed electronically by the Chair. 3.2 – Matters Arising and Action Report Action Report: Discussion of checks on the potential for families to become homeless during home visits: ongoing. List of former governors: ongoing. Circulation of report on Governors' Conference: ongoing. Discussion with staff on projects OSA might be asked to contribute towards: the Headteacher advised that this is part of the budget bid process and must be for projects that will benefit all children. Article for Test magazine: ongoing. Headteacher Performance Management training: BG to confirm if this has been booked. Any other actions had either been completed or were covered by the agenda for the meeting.	FW/OR FW JM WG BG
4.	Headteacher's Report The Headteacher advised that most matters were covered by the minutes of the	

		Action
	<p>Resources and Curriculum Committees.</p> <p>It was noted that the Ofsted crib sheet that had been circulated before the meeting had been updated and cross-referenced with the SEF, which had also been circulated.</p>	
5.	<p>Committee Reports</p> <p>5.1 Curriculum Committee</p> <p>The minutes of the meeting held on 23 January had been circulated before the meeting and were noted.</p> <p>5.2 Resources Committee</p> <p>Minutes of the meeting held on 31 January had been circulated before the meeting and the following noted:</p> <ul style="list-style-type: none"> • The benchmarking data for 2023/24 had not revealed anything that was not already known. • The census data circulated before the meeting reflected the outcome of the January PLASC and showed a total of 370 children on roll. 52 first choice applications had been made for YR for September. Two YR classes are planned and the 14 classes currently in place will be maintained. • The Electrical Installation Certificate (EICR) is now in place for the kitchen and compliance across the rest of the school is to be resolved with the LA. • The termly health and safety web monitoring form has been completed and submitted. • Work on the building of the nursery is now underway. • There have been no GDPR breaches or Subject Access Requests. • Best Value Statement: governors unanimously approved the proposal to increase the Headteacher's delegated limit of authority to £10k. • SFVS: the SFVS return had been circulated before the governing body meeting and was unanimously approved for submission. <p>5.3 School Meals</p> <p>Pabulum, the current catering provider had been given notice that their contract would be terminated on 21 April, due to dissatisfaction with the quality and quantity of the meals and a reduction in uptake.</p> <p>Details of tenders from three other companies, Dolce, Edwards and Ward and Educatering Solutions were circulated.</p> <ul style="list-style-type: none"> • Dolce: a 12 month rolling contract with a price per meal of £2.75 for the first three months which would be maintained if uptake can be increased to 62% or staffing hours can be reduced by 10 hours. Otherwise, the price per meal would increase to £2.90. A parent pre-ordering/payment portal would reduce the school's admin time. Menus are pupil-led and should reduce the amount of wastage. • Edwards and Ward: a similar offering but with a price per meal of £2.90, based on a 4% increase in uptake. Otherwise, the price would increase to £3.15. Parents would need to continue to use Arbor for ordering and payment. • Educatering Solutions: a price per meal of £2.45 + VAT. Parents would need to continue to use Arbor for ordering and payment. <p>Dolce is the school's preferred supplier. They are very professional and keen to work with the school so that uptake can be increased.</p> <p>Following discussion, it was agreed unanimously that the tender from Dolce should be taken forward and parents will be notified after half term.</p>	

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	<p>5.4 Teacher Absence Insurance</p> <p>The Business Manager advised that the school had given notice of its intention to withdraw from the Hampshire SLA with effect from 31 March 2025 as there were a number of provisions, such as a staff wellbeing service, access to speak to a private GP, flu immunisations and public duties such as jury service, which were not covered under the current terms. The school currently pays for flu immunisations for staff.</p> <p>The options available from four other brokers, Towergate, Schools UK, SAS and Educational Mutual had been explored.</p> <p><i>As he had recommended one of the brokers, the Chair declared a conflict of interest at this point and would not take part in the discussion or decision-making.</i></p> <p><i>JR arrived at 7.25pm.</i></p> <p>Although there were advantages in the benefits each broker could offer, all offered a staff wellbeing package within the premium, a service that is highly valued. A comparison of costs had been made on the basis of daily reimbursement after 20 days of sickness within a financial year so that it was in line with what is currently offered under the Hampshire SLA. All were cheaper than the cost currently being paid to the LA and would mean that provision for support staff could also be purchased.</p> <p>Option 1 from Towergate, with an addition of cover for support staff was the school's preferred option and, following discussion, it was agreed unanimously that this should be progressed.</p> <p>The Business Manager was thanked for all her hard work in preparing the information both for this matter and the sourcing of a new catering provider.</p>	
6.	<p>Monitoring Grid</p> <p>The updated monitoring grid had been circulated before the meeting and progress against the outstanding items noted as follows:</p> <ul style="list-style-type: none"> • Items 8 and 9 – website audit: completed and the report to be sent to the Business Manager. • Item 18 – Pay and HTPM Committees: completed. The Pay Committee had met on 17 October and reviewed the outcomes and pay awards for the teaching staff and the HT. • Item 21 – governor visit re Christian Values: arranged for 11 and 12 February. • Item 26 – quality of education intent and implementation – completed. AT and JM had attended the INSET on phonics and the report will be circulated. • Item 34 – attend Staff Development meeting: meetings take place from 3.45pm-4.45pm and dates have been circulated so that governor can attend. • Item 35 – monitoring of safeguarding culture: date to be arranged. 	<p>JM</p> <p>JR AT/JM</p> <p>All</p> <p>FW/SB</p>
7.	<p>Update on Academisation</p> <p>The Headteacher advised that there was nothing further to report.</p>	
8.	<p>Policies for Approval</p> <p>The following policies had been circulated before the meeting:</p> <p><i>Nutrition and Approach to Balanced Diet Policy</i></p> <p>It was noted that feedback from a dietician and a dentist had been incorporated into the policy, which will now be circulated to the Parent Council for review.</p> <p><i>Behaviour Principles Statement</i></p> <p>The statement had been reviewed and approved by e-mail and was now published on</p>	

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	<p>the website.</p> <p>Directed Time Policy</p> <p>The policy had been revised to reflect the changes to the start of the school day and staff are now expected to be on site by 8.25am. Approved unanimously.</p> <p>Pay Policy</p> <p>The final version of the policy differed very little from the draft which had been circulated previously and was approved unanimously.</p>	
9.	<p>Chairman's and Clerk's Items</p> <p>9.1 Renewal of subscription to Hampshire Governor Services Clerking Service</p> <p>It was agreed unanimously to renew the subscription to the clerking service to cover 6 Full Governing Body meetings.</p> <p>The Clerk will submit the return to Governor Services.</p> <p>9.2 GovernorHub/Hampshire Services for Schools</p> <p>As the subscription to GovernorHub, which had initially been agreed at a reduced rate for the first year, would be due for renewal in the next few months, governors discussed whether to continue to use it or to fully adopt HSS as the platform for meeting papers and governance information.</p> <p>As a first step, the Headteacher will check whether a new contract at a reduced rate is being negotiated for GovernorHub.</p> <p>In addition, the Headteacher and Business Manager will explore the possibility of setting up a secure area for governors on the website with the school's IT providers.</p>	<p>Clerk</p> <p>FW</p> <p>FW/FJ</p>
10.	<p>Training</p> <p>10.1 Training Booked/Undertaken</p> <p>It was noted that no training had been booked or completed since the last meeting.</p> <p>10.2 Progress Against Actions from Whole GB Training 22 January</p> <p>Progress was noted as follows:</p> <ul style="list-style-type: none"> Produce a behaviour principles document to be added to the school website - completed Review/update the new governor induction pack and add a safeguarding section – in progress Create an Ofsted crib sheet highlighting the school's strengths and areas for development and other key information about the curriculum, safeguarding etc - completed Conduct a staff survey focusing on wellbeing - this is a school action but the GB should have oversight and receive feedback at FGB. Refresher session on data at an FGB – to be arranged. All governors to attend 'Understanding Finance' so they can contribute to budget reviews confidently – ongoing. Be more strategic with visits and planning at FGB. Ensure visit reports are completed in a timely manner. DTG to prepare a training plan – ongoing. Add an agenda item to the end of the FGB to review the impact of the meeting – completed. <p>OR will monitor progress against the outstanding actions and this will continue to be a rolling agenda item.</p>	<p>FW</p> <p>WG</p> <p>SB</p> <p>OR/Clerk</p>
11.	Governor Visits	

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	<p>The following visit reports had been circulated before the meeting and were noted:</p> <ul style="list-style-type: none"> • KS1 Nativity, 10 December 2024 • KS1 Christmas Performance, 11 December 2024 • Y5/6 Carol Concert, 18 December 2024 • Biome Project, 18 December 2024 • Safeguarding, 10 January 2025 	
12.	<p>Correspondence</p> <p>There were no items of correspondence to note.</p>	
13.	<p>Any Other Business</p> <p>It was noted that RZ would carry out a Health & Safety check using the LA template.</p>	RZ
14.	<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"> • Reviewed and approved policies • Noted Resources and Curriculum Committee minutes • Approved SFVS return and Best Value Statement • Approved changes to providers of catering and staff absence insurance • Discussed updated SEF and preparation for Ofsted • Noted governor visit report which help to triangulate information from the Headteacher and reflect engagement with the school community 	
	<p>Date of Next Meeting</p> <p>The next meeting will take place on Thursday 13 March 2025 at 6.15pm.</p>	

The meeting closed at 8.05pm

Signed: (Chair of Governors) Date:

Action Report – 6 February 2025

Ref	Action Report	Action	Status
03.10.24	9.2 – Safeguarding Policy	FW to discuss checks on the potential for families to become homeless during home visits with a governor.	Ongoing
03.10.24	10 – Update on academisation	JM/FW to discuss moving this forward.	Ongoing
03.10.24	12.2 – GB membership	FW to generate a list of former governors.	Ongoing
03.10.24	13.1 – Training	JM/AT to feedback on the Governor Conference.	Ongoing
03.10.24	16 – AOB	FW/WG to discuss projects OSA might be asked to contribute towards with staff.	Ongoing
06.02.25	3.2 – Actions from last meeting	WG to write article for Test magazine. BG to confirm if HTPM training	Ongoing Ongoing

		has been booked.	
06.02.25	6 – Monitoring Grid	JM to send report on website audit to FG. AT/JM to circulate report on phonics INSET. FW/SB to arrange date for monitoring of safeguarding culture visit.	New action COMPLETED New action
06.02.25	9.1 – Renewal of subscription to Hampshire Governor Services Clerking Service	Clerk to submit the return to Governor Services.	COMPLETED
06.02.25	9.2 – GovernorHub/HSS	FW to check if a reduced rate for a new contract for GovernorHub is being negotiated. FW/FJ to explore setting up of governor secure area on the website.	New action COMPLETED
06.02.25	10.2 – Progress against actions from WGBT	OR to monitor progress against outstanding actions. Clerk to add this as a rolling agenda item.	New action New action
06.02.25	13 – AOB	RZ to carry out H&S check.	New action