

Overton Church of England Primary School

Minutes of the Full Governing Body Meeting

Held on Tuesday 17 March 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) Prof Andy Tolmie (AT) Mr Rob Zealley (RZ)	Chair Headteacher
Apologies:	None	
In attendance:	Mrs Zoe Duff (ZD) Mrs Flavia Coleman	Business Manager Clerk

		Action
1.	<p>Welcome and apologies The Chair opened the meeting at 6.18pm and welcomed everyone. Rev James Russell led a prayer.</p> <p>There were no apologies for absence.</p>	
2.	<p>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.</p>	
3.	<p>Previous Meeting – FGB 5 February 2026 3.1 Approval The minutes of the Full Governing Body meeting held on 5 February 2026, including the confidential minutes, were agreed as true and accurate records and will be signed electronically by the Chair.</p> <p>3.2 Matters Arising and Action Report Governors to book on equality and/or working with parents training: ongoing. Governor monitoring: it was noted that OR had been unable to attend the INSET on neurodiversity and that RZ had been unable to attend the Y3 pupil progress meeting.</p> <p>Any other actions had either been completed or were covered by the agenda for the meeting.</p>	
4.	<p>Headteacher’s Written Report The Headteacher highlighted the following key points from the written report which had been circulated before the meeting: Demographic Information The information had been generated from Insight, a new programme which the school has purchased and the intention is to use this for tracking once it has been implemented. Q. Why did you choose this particular programme?</p>	

A. Mainly because it is easy to navigate but we have given staff time to familiarise themselves with it.

Attendance

Attendance across the school for the period 3 September 2025-13 February 2026 is currently 96.08%, compared with 95.6% for the same period in 2024/25.

The attendance of some children is being monitored, particularly those who arrive after registration, which is categorised as unauthorised absence. However, this has improved in some cases after discussion with parents.

Staff Absence

There has been a total of 313 days absence for the period 3 September 2025-13 February 2026, compared to 210 days for the same period in 2024/25.

There has been an increase in the number of illness absences for LSAs (94 days compared with 52 days last year) and 8 have triggered the threshold set out in the Managing Sickness Absence policy and need to be followed up.

Q. Is there any comparative data for other schools?

A. It is broadly the same picture across the board but it is difficult to obtain definitive information as it is a confidential matter.

Parental Engagement

Parent assemblies on a Friday morning are going well.

The Y5 Shakespeare performances at the Haymarket Theatre on 11 and 12 March were fantastic and a credit to all the staff involved.

Drop in sessions for parents delivered by the Primary Behaviour Service are ongoing and Barnardo's are also delivering 6 sessions for children aged 6-12.

Q. What is the uptake for the drop in sessions?

A. Only a small number of parents attend but all find them very useful.

Q. When will you be holding introductory meetings for new YR parents?

A. After half term next term. The new Headteacher will attend if she is able to.

Staff Wellbeing

The Wellbeing INSET on 9 March went well and was very informative. The morning session, which AT attended, focused on helping staff to manage their own wellbeing and most found it helpful.

It was noted that all the changes that the school is undergoing have led to low staff morale in a few cases and that the SLT is doing its best to support staff and, as far as possible, to maintain an atmosphere of normality.

INSET Days

Governors were asked to approve 22 July, the last day of the summer term, for the final INSET day for this academic year and this was agreed unanimously.

SFET

The role as Ambassador School for SFET, delivering the ECT programme to ECTs and their mentors, continues. The new Headteacher will take on delivery of the programme once she is in post.

Safeguarding

There has been little change to the number of children with a safeguarding profile since the last report. Of the 86 cases concerned, 33 are historic and closed and 53 are being monitored or have current Children Services involvement.

The Deputy Headteacher would normally be one of the DDSLs but as there is currently no Deputy Headteacher in post and as the Inclusion Manager, one of the

	Action
<p>DDSLs, will be leaving on 30 April, there may be a need to come to an arrangement for DDSL support with another school.</p> <p>Health & Safety The fire drill planned for 17 March has been deferred to 19 March.</p> <p>Behaviour and Accidents The number of behavioural incidents involving Y3 children is improving but there are a number of challenges with Y4 children which take a considerable amount of time to resolve and continue to be monitored.</p> <p>Q. What is the process for managing these incidents? A. They are all recorded on CPOMS, which provides an effective profile of each child which can be analysed. There have been some improvements, particularly with learning behaviours.</p> <p>Q. What is the Fern Club? A. It is a lunch club run by the Child and Family Support Worker for children who find it difficult to eat lunch in the hall.</p> <p>SEND A very detailed and comprehensive report had been provided by the Inclusion Manager. There are currently 77 children on the SEND register, 64 children with 'SEN Support' provision and 13 children with EHCPs. The number of children with EHCPs is below the national average but above for those with SEN Support, which suggests that the school is very inclusive. An audit of communication and language carried out by the SALT team and the Inclusion Manager identified some areas for improvement and resulted in the purchase of a software package Widget for the generating of images to ensure consistency across the school in timetables, for example.</p> <p>Attainment Data The percentage of children at greater depth for Reading is strong and significantly outperforms the number at greater depth for Writing. There are a considerable number of children below ARE in Y2, 3 and 4 but it is hoped that the position will have improved by year end.</p> <p>Q. Are you seeing a positive trajectory for writing? A (LM). It is difficult to assess because, unlike reading and maths, writing is a challenging and complex cognitive task and those children who are coming through now are at a lower base than those who have left.</p> <p>Q. What will be needed to achieve the desired results? A (LM). Teachers are very skilled but starting from a low base means there is a limit to what they can achieve and writing is always the hardest to improve because it is primarily child-led and depends on their emotional development, whereas there are more resources to work with in reading and maths. The programmes in place are one of our strengths but depend on consistency and we know that Y3 and 4 are our weakest cohorts, with a high level of need and a number of children with EHCPs, but we are working to bring about improvements.</p> <p>A governor commented on how impressed he was by how well staff know the children and by the books he saw when he attended the Staff Development meeting on 'Writing for all'.</p> <p>The Headteacher was thanked for her very comprehensive report.</p>	

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5.	<p>Excellence Plan 5.1 Review of Leadership and Management area 2025/26 The following actions or changes to the Leadership and Management area of the plan, which had been circulated before the meeting, were agreed: <u>Target 1</u> (To continue to manage process for governor recruitment, retention and succession planning) Process for Parent Governor elections to start in March JM and RZ to review roles and responsibilities <u>Target 3</u> (To review and improve new governor induction) RZ and OR to progress development of induction pack for new governors and circulate for comment. <u>Target 4</u> (To undertake exit interviews for governors) JM to carry out exit interview with Sam Burrows. <u>Target 5</u> (To further embed strategic role with evidence-based governor visits) Replace “inculcate” with “instil”.</p> <p>The Headteacher will update the plan in readiness for development of the plan for 2026/27.</p>	<p>RZ JM/RZ RZ/OR JM FW FW</p>
6.	<p>Best Value Statement The statement had been circulated before the meeting and the Headteacher advised that, with the exception of changes to the terminology, there had been no amendments from the 2024/25 version.</p> <p>The statement was therefore approved unanimously.</p>	
7.	<p>Monitoring Grid Update Actions from the monitoring grid circulated before the meeting were noted as follows: <u>Autmn 1</u> <ul style="list-style-type: none"> 8 and 9: Website audit – completed <u>Autumn 2</u> <ul style="list-style-type: none"> 23: Monitoring of filter and monitoring arrangements – BG to follow up as part of safeguarding monitoring. <u>Spring 1</u> <ul style="list-style-type: none"> 26: Observe HeartSmart lessons – BG to follow up. Pupil progress meetings – governors were welcome to attend the meetings on 20 and 21 April at 8am. RZ and OR advised that they would be available on 20 April. <u>Spring 2</u> <ul style="list-style-type: none"> Pupil conferencing on curriculum and HeartSmart and SMSC/RHE development – to be deferred to Summer 2. Evaluate school dinner provision – to be deferred to Summer 1 and combined with Health and Safety visit, Resources Committee meeting and monitoring of financial controls for payroll and procurement on 7 May. </p>	<p>BG BG RZ/OR RZ</p>
8.	<p>Chairman’s and Clerk’s Items 8.1 Deputy Headteacher Recruitment The Chair advised that the process was underway and that applications close on 13 April. The panel would comprise himself, the Headteacher and BG with the newly appointed Headteacher in attendance and interviews would take place on 16 April followed by a ratification meeting at 5pm via Zoom to be attended by all governors.</p> <p>8.2 Parent Governor Recruitment RZ advised that letters inviting nominations would be sent to parents on 25 March and that if an election was necessary, this would take place on 17 May.</p>	<p>All</p>

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	<p>8.3 Renewal of subscription to Governor Services Advice, Support and Training package</p> <p>It was agreed unanimously that the subscription should be renewed for the 2026/27 financial year.</p>	
9.	<p>Training</p> <p>BG advised that she had attended staff wellbeing training. Although the school is already well placed in terms of the support recommended, unlike other schools, it does not currently have a nominated wellbeing governor. It was suggested that this is a role which the governing body might wish to consider and JR agreed to take this on.</p> <p>It was noted that AT has completed finance training and that LM has booked on new governor induction training on 13 and 20 May.</p>	
10.	<p>Governor Visits</p> <p>Governors noted the following visit reports which had been circulated before the meeting:</p> <ul style="list-style-type: none"> • Staff Development Meeting - Lets Think in English <p>AT commented on the quality of the session, which was very impressive.</p> <ul style="list-style-type: none"> • INSET – Wellbeing • Writing for All 	
11.	<p>Correspondence</p> <p>There were no items of correspondence to note.</p>	
12.	<p>Any Other Business</p> <p>Nursery Open Day</p> <p>The Headteacher advised that there had been very positive feedback from the nursery open day, both from those who attended and on the parents' WhatsApp group. It had also been reported in the Basingstoke Gazette and would be included in the Hampshire magazine and on the Hampshire County Councillors' page. There was also a link on the "Find a nursery near you" web page.</p> <p>BG, who had attended the open day as a parent, commented on how knowledgeable the staff are.</p> <p>Inclusion Manager</p> <p>As noted earlier, the Inclusion Manager will be leaving the school on 30 April and it was suggested that governors consider presenting her with a card and gift in appreciation of the considerable contribution she had made to the school since she has been in post.</p>	
13.	<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"> • Appointment of a Wellbeing Governor • Review of the leadership area of the Excellence Plan • Interrogation of the progress data, leading to clearer understanding • Planned governor visits • Update on Deputy Headteacher recruitment • Approval of Best Value Statement 	
	<p>Date of Next Meeting</p> <p>The next meeting will take place on Wednesday 20 May 2026 at 6.15pm, Preceded by staff presentations on 2026/27 Excellence Plan at 5pm</p>	

	Action

The meeting closed at 7.40pm

Signed: (Chair of Governors) Date:

Action Report – 17 March 2026

Ref	Action Report	Action	Status
02.10.25	2 – Declarations of interest	ALL to update their declarations of interest on GovernorHub and confirm that they had read KSCIE 2025.	Completed
02.10.25	13.1 – Training	All to consider booking training on equality and/or working with parents.	Ongoing
05.02.26	9 – Monitoring Grid	BG to link monitoring of filtering and monitoring, observation of Heartsmart lessons, school dinner provision and monitoring of safeguarding culture into governor visits. JR to attend writing moderation meeting on 11 March. JM to check if AT could attend the INSET on Let's Think in English on 4 March.	In progress Completed Completed
05.02.26	10 – Headteacher recruitment	JM to write to potential candidates who had visited the school.	Completed
17.03.26	5.1 Excellence Plan 2025/26	RZ to initiate process for Parent Governor elections in March JM and RZ to review roles and responsibilities RZ and OR to progress development of induction pack for new governors and circulate for comment. JM to carry out exit interview with Sam Burrows. FW to update the plan, including replacement of “inculcate” with “instil” under target 5, in readiness for development of the plan for 2026/27.	Completed New action New action New action New action
17.03.26	7 Monitoring Grid	RZ and OR to attend the pupil progress meeting on 20 April. 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	New action New action

		May.	
17.03.26	8.1 DHT recruitment	ALL to attend ratification meeting at 5pm on 16 April.	New action