

Overton Church of England Primary School

Minutes of the Full Governing Body Meeting

Held on Thursday 13 March 2025 at 6.15pm

Present: Dr John Mitchell (JM) Chair of Governors – via MS Teams
 Mrs Fiona Wyeth (FW) Headteacher
 Mr Warren Glew (WG)
 Mr Oli Rodi (OR)
 Rev James Russell (JR) Left after item 11
 Prof Andy Tolmie (AT)
 Mr Rob Zealley (RZ)

Apologies: Mr Sam Burrows (SB)
 Mrs Beth Gough (BG)

In attendance: Mrs Flavia Coleman Clerk

		Action
1.	<p>Welcome and apologies The Chair opened the meeting at 6.20pm and welcomed everyone. Rev James Russell led a prayer.</p> <p>Apologies for absence were received and accepted from Sam Burrows and Beth Gough.</p> <p>Apologies from Lisa Mackrill, Assistant Headteacher and Fran Johnson, Business Manager, were also noted.</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 meeting – FGB 6 February 2025 3.1 – Approval The minutes of the Full Governing Body meeting held on 6 February 2025 were agreed as a true and accurate record and will be signed electronically by the Chair.</p> <p>3.2 – Matters Arising and Action Report Action Report: List of former governors: ongoing. One former governor had been identified. Circulation of report on Governors' Conference: ongoing. Article for Test magazine: ongoing. Report on website audit to be sent to FJ: ongoing. Date for monitoring visit on safeguarding culture: ongoing. Negotiations on reduced rate for continued use of GovernorHub: the Headteacher advised that there were no plans for any negotiations. It was therefore agreed that governors would use HSS and the secure area set up on the website once the contract with GovernorHub expires. Health & Safety check: ongoing.</p> <p>Any other actions had either been completed or were covered by the agenda for the meeting.</p>	<p>FW JM WG JM FW/SB</p> <p>RZ</p>

		Action
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 2 September 2024-9 February 2025 is at 95.65% and has generally increased across the school, showing the effect of the increased focus. Seven penalty notices have been issued and the school is working with a family with low attendance and referred another family to the Early Help Hub.</p> <p><i>Q. Is there a reason why attendance by girls in YR and Y5 reduced compared to last year?</i></p> <p>A. Two absences in YR were for holidays, but most absence is due to illness. There are also two children on reduced timetables which will have impacted the data. Google Classroom continues to be a useful resource for home learning for children who are absent due to long-term illness.</p> <p>Attendance by staff has improved. One member of the support staff is on long-term sickness leave and there has been a considerable amount of absence amongst staff who are also parents caring for their sick children.</p> <p>Staff Wellbeing and CPD</p> <p><i>Q. How was the new wellbeing benefit of the staff absence insurance received?</i></p> <p>A. Staff seemed pleased and we will be providing them with full details of what they can access.</p> <p>Parental Engagement</p> <p>The Y5 Shakespeare performance at the Haymarket Theatre on 11 and 12 March was excellent. The children performed very well and feedback from parents on the way the children were supported was very positive.</p> <p>Safeguarding</p> <p>There are no children with Child Protection plans but there is one child on a Child in Need plan and there has been an increase in the number of Inter-Agency referrals. There are two level 3 Early Help Hub referrals open, requiring regular attendance at meetings.</p> <p>The Business Manager has worked hard to ensure that the Single Central Register and staff profiles are up to date and that the procedures in place are robust and fully compliant with the requirements.</p> <p><i>Q. Are there any expectations around refresher training?</i></p> <p>A. No, it is just important that it is kept up to date.</p> <p>Health and Safety</p> <p>A fire drill is planned for this term and a lockdown drill in the summer term is being considered.</p> <p>Excellence Plan</p> <p>The Excellence Teams have reviewed all the key areas of their current plans and budget bids developed for 2025/26.</p> <p>The new plans will be shared with governors at the May FGB.</p> <p>Incidents and Accidents</p> <p>There have been no major incidents so far this term.</p> <p>Children who have three or more accidents in a term are closely monitored in case there are any underlying causes.</p> <p>Behaviour</p> <p>The Y2 team are working hard to support behaviour in a very challenging year group and this is evident in the improvements which have been seen. There is still some work to do, however, and parents have been involved in addressing the issues.</p> <p>SEND</p> <p>A very detailed report had been provided by the Inclusion Manager.</p> <p>There a significant increase over time in the number of children receiving SEND provision, which is a national issue.</p> <p>There are 79 children on the SEND register, 74 on SEND support, 5 children with</p>	

		Action
	<p>EHCPs and 3 pending.</p> <p>Q. Does the increase open up any new finance streams?</p> <p>A. No.</p> <p>Vulnerable Groups</p> <p>80 children are eligible for Pupil Premium funding. Of these, 72 are due to deprivation, there are 6 post-adoption children and 2 service children.</p> <p>Attainment and Progress</p> <p>Analysis of current data shows the following:</p> <p>Progress in Writing is behind that in Reading and Maths, but this is a national issue. 58% of Y2 are at ARE, approximately 52% of Y3, approximately 70% of Y5 and approximately 60% of Y6, but there are a number who should be able to move from working towards. Both Y5 and Y6 are the cohorts which will have been most affected by the Covid lockdowns.</p> <p>Q. How is that likely to be viewed by Ofsted?</p> <p>A. The validated data for 2024 may put us at risk but we can provide a narrative to support the outcomes.</p> <p>Q. If staff find teaching Writing a problem, do they have all the resources they need?</p> <p>A. Yes, as far as we are aware.</p> <p>All the work undertaken in English is now well embedded and staff will raise concerns either at pupil progress meetings, with the Inclusion Manager or the Phase Leaders.</p> <p>Q. The data for Y1 appears to show that they have improved in Reading but slipped back in Writing and Maths, but this is not replicated in other year groups. Is that the case?</p> <p>A. It is partly due to the difference in the curriculum from YR, which takes some adjusting to.</p> <p>The Headteacher was thanked for her very detailed report.</p>	
5.	<p>Review of Leadership Section of Excellence Plan</p> <p>Amendments to the Leadership section were agreed as follows:</p> <ul style="list-style-type: none"> • Plan for the induction of new governors to be added. • Development of a succession plan to be added to target 1. • Parent Governor recruitment to be removed as this has now been completed. • References to Richard Stedham to be removed as he is no longer a governor. • Ensure impact of meetings to be discussed at every meeting to be added. • All other actions to remain and developed further. <p>The Headteacher will make the changes and re-circulate the document.</p>	FW
6.	<p>Monitoring Grid</p> <p>The updated monitoring grid had been circulated before the meeting. Most actions to date have been completed and progress against the outstanding items was noted as follows:</p> <ul style="list-style-type: none"> • Item 29 – parent survey: move to Summer 1 unless superseded by Ofsted inspection. • Item 34 – Staff Development meeting: AT to report on Knowledge Managers SDM. • Items 37 and 38 – actions on key school improvement targets and monitoring of attainment in Reading, Writing and Maths: to be included in Headteacher's report. 	AT
7.	<p>Update on Academisation</p> <p>The Headteacher advised that there was nothing further to report.</p>	
8.	Chairman's and Clerk's Items	

		Action
	<p>Renewal of subscription to Hampshire Governor Services Advice, Support and Training Package</p> <p>Governors discussed whether there was any benefit in maintaining access to the training aspect of the package as this is not currently providing value for money. It was agreed that the Clerk would check whether this element could be removed or whether it would be necessary to renew the subscription to the whole package in order to continue to have access to the advice and support element.</p> <p>Post-meeting note: it was confirmed that the training element could not be removed and therefore unanimously agreed that subscription to the package as a whole should be renewed.</p>	Clerk
9.	<p>Training</p> <p>9.1 Training Booked/Undertaken</p> <p>It was noted that AT had booked to attend HT Performance Management training in June.</p> <p>9.2 Progress Against Actions from Whole GB Training 22 January</p> <p>Progress against those actions that have not yet been completed was noted as follows:</p> <ul style="list-style-type: none"> Review/update the new governor induction pack and add a safeguarding section – in progress Conduct a staff survey focusing on wellbeing – this is a school action but the GB should have oversight and receive feedback at FGB. Ongoing. Refresher session on data at an FGB – inclusion in a Curriculum Committee meeting to be considered. OR will discuss this with SB and BG. All governors to attend 'Understanding Finance' so they can contribute to budget reviews confidently – ongoing. OR to check which governors need to complete this. 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. <p>OR will monitor progress against the outstanding actions and this will continue to be a rolling agenda item.</p>	<p>OR</p> <p>OR</p> <p>SB</p> <p>OR/Clerk</p>
10.	<p>Governor Visits</p> <p>The following visit reports had been circulated before the meeting and were noted:</p> <ul style="list-style-type: none"> Phonics INSET, 6 January 2025 A tour to enable AT to see phonics in action is to be arranged. Collective Worship, February 2025 Pupil Progress Meeting, 12 February 2025 Knowledge Organisers SDM, 5 March 2025 <p>JR left at 7.45pm.</p>	WG/AT
11.	<p>Correspondence</p> <p>The Chair advised that he is responding to correspondence received and will provide a response for OR to send to a question he had received from a parent.</p>	JM
12.	<p>Any Other Business</p> <p>No matters were raised.</p>	
13.	<p>Impact of the Meeting</p> <p><i>What have we discussed at this meeting that shows effective governance?</i></p>	

		Action
	<ul style="list-style-type: none"> Discussions around attendance and behaviour. Interrogation of the data. Questions raised about support for teachers in English. Roles for Excellence Plan and how these will be taken forward discussed. Accountability for progress against actions. 	
	Date of Next Meeting The next meeting will take place on Tuesday 13 May 2025 at 6.15pm. Preceded by presentations of the 2025/26 Excellence Plan at 5pm.	

The meeting closed at 7.50pm

Signed: (Chair of Governors) Date:

Action Report – 13 March 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.	COMPLETED
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.	COMPLETED
06.02.25	3.2 – Actions from last meeting	WG to write article for Test magazine. BG to confirm if HTPM training has been booked.	Ongoing Completed
06.02.25	6 – Monitoring Grid	JM to send report on website audit to FJ. FW/SB to arrange date for monitoring of safeguarding culture visit.	Ongoing Ongoing
06.02.25	9.2 – GovernorHub/HSS	FW to check if a reduced rate for a new contract for GovernorHub is being negotiated.	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	Ongoing Ongoing

		agenda item.	
06.02.25	13 – AOB	RZ to carry out H&S check.	Ongoing
13.03.25	5 – Excellence Plan	FW to make changes to the leadership section and re-circulate.	New action
13.03.25	6 – Monitoring Grid	AT to report on Knowledge Managers SDM.	New action
13.03.25	8.1 – Chair's and Clerk's items	Clerk to check if the training element can be removed from the subscription to the Governor Services Advice, Support and Training package.	COMPLETED
13.03.25	9.2 – Progress against actions from WGBT	OR to discuss whether a refresher session on data could be included in a Curriculum Committee meeting with SB and BG. OR to check which governors need to complete Understanding Finance training.	New action New action
13.03.25	10 – Governor visits	WG to arrange a tour for AT to see phonics in action.	New action
13.03.25	11 – Correspondence	JM to provide a response for OR to send to a question received from a parent.	New action