



ROMSEY ABBEY C of E PRIMARY SCHOOL
Full Governing Body Meeting Minutes
9 July 2019 at 6pm

"We are walking in the footsteps of Jesus with love, trust and forgiveness"

Present:

Liz Wagner – Chair
 Alan Davies (AD)
 Ronnie Munday (RM)
 Tom Halliday (TH)
 Revd Thomas Wharton (TW)
 Tom Langford (DHT)
 Jemma Jones (JJ)
 Julie-Anne Palfrey Headteacher (HT)
 Robert Pears (RP)
 Michelle (SBM)

Apologies:

Helen Normington (HN)
 Samantha Chivers (SC)
 Connie Hammond (CH)

Attended:

Victoria Bleaney (Clerk)

A quorum was achieved and the meeting opened at 6.00 pm.

		Action
144/19	Welcome, Prayer and Apologies The Chair explained that Roger had resigned on 5 th July 2019 with immediate effect. It was stressed that it was necessary for all governors to try and recruit new governors. Revd Thomas Wharton led the prayer.	All
145/19	Requests for AOB There were no other items of business requests	
146/19	Declaration of Pecuniary Interests There were no declarations of interest for the meeting.	
147/19	Endorsement of Minutes from last meeting – 11 June 2019 (in Dropbox) Governors thanked Jemma for taking the minutes of the last meeting. 140/19 SEND annual report had not been completed, the minutes should say that it had been stated that this document was not a policy but was on the list as it was a statutory document to be completed.	

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	With the above amendment the minutes were agreed as being a true and accurate representation of the meeting and were signed accordingly by the Chair.	
148/19	<p>Matters arising from the minutes not covered elsewhere on the agenda</p> <p>44/19 The Clerk confirmed she would chase the issues with her email address.</p> <p>VA schools would be discussed in September.</p> <p>89/19 The Sports premium break down would not be available and AD agreed to take this on for the September meeting.</p> <p>103/19 The First aid policy had been updated with staff names, no other changes had been made. Governors discussed whether it was appropriate to have names in policies it was agreed for this policy it was agreed for names to be mentioned. The policy was agreed and ratified.</p> <p>138/19 A Strategic meeting on 16th July 2019 had been planned and all governors were invited.</p> <p>127/19 English reports had been amended and were in Dropbox.</p> <p>The Clerk was asked to ensure whether the SBM had received SC's Prevent certificate.</p> <p>A meeting had been planned for the 17th July at 8pm to update the Governor Action Plans.</p> <p>139/19 Governors were reminded of the Cream Tea and were asked to attend if they were able to do so.</p> <p>142/19 Thanks was given to governors for attending the school fete. The governors stall had raised £167.</p> <p>Monitoring visits – Governors were asked to please review the monitoring plan to see which visits and reports had been omitted in the year. The Chair explained she would be looking at making the plan less onerous. It was stressed as being important to keep the momentum going and to continue to be accountable.</p> <p>All other actions had been completed or were on the agenda.</p>	<p>Clerk</p> <p>LW</p> <p>AD</p> <p>Clerk</p>
149/19	<p>Headteachers Update</p> <p>a. Updated Phonics screening results</p> <p>Results were given at the meeting.</p> <p>The Headteacher explained that the EYFS GLD was down slightly to 72% largely due to one child leaving the school and 2 children with significant CP issues who have not continued on their learning trajectory. Governors queried whether the school would still be above the national average and the DHT explained that going on lasts average they thought the school would be inline with the national average.</p> <p>Yr 1 phonics – due to the cohort having significant speech and language needs 6 children did not achieve the phonics screening which meant that the school had</p>	

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an 80% success rate. The Headteacher explained that they were confident that 5 of the children who would retake the screening would reach the standard. The school had concerns about the remaining one as the child may have SEN. **Q. Governors enquired as to whether the 6 children who did not pass this year tracked with the lower marks with last years EYFS results. A. Yes they are the same children.** The Headteacher confirmed the school would be slightly below national as it was 82% last year.

KS1 – reading 83%, 24 GD, writing better than last year 76% at expected, 17% GD. Maths 83% expected and 24% greater depth. 72% combined expected and 10% combined greater depth which is slightly higher than last year. We are well above average compared to national average for last year.

Governors commented that the writing results were very positive and so the boys results must have improved, the Headteacher confirmed they had improved. Governors discussed the turbulence within the year group and stated that over the last 4 years the school and their results can be seen to be improving which is very positive.

The Headteacher explained that nobody had achieved the standard for the Yr4 times table checks. To pass pupils needed full marks and nobody achieved this. Staff explained it was a pilot and they were considering not continuing with it last year. It was stressed that no school had done well in the pilot.

KS2 – The Headteacher reminded governors that Ofsted had been in the school during the SATS tests and it had been agreed to focus on moving past RI. Some of the children did struggle on the day and the results reflected this. 41% had achieved the expected level in reading and 19% had achieved GD. In writing 77% had achieved the expected level and 17% had achieved GD. These results were not as high as last year but were inline with 2017.

In maths 82% had achieved the expected standard and 18% at greater depth. The Headteacher stressed that this had been the best results they had. **Governors asked if there were more SEND children than last year and the Headteacher confirmed there had been, there had been some turbulence in the cohort too.** The Headteacher stressed that the cohort and staff had worked very hard and they could not have done any more.

Governors questioned why Ofsted had visited during the SATS week as the extra stress would have impacted on the results for the children. This was not known. Governors felt that there is such a huge difference between writing and the other results and this can be attributed to Ofsted being in the school during that time. Governors felt that the children were very calm with both the examinations and the Ofsted inspectors. They were informed that the cohort had needed a lot of nurture during their time.

Governors stressed that the writing and maths results were very good and could understand the circumstances which had caused the dip in Reading. It was appreciated how hard that Mrs Hammond had worked and EW would visit Mrs Hammond in school to formally thank her. **Governors asked what the combined results were for the expected standard and they were informed it was 41%.** Each child equated to 6%. The Headteacher explained they had questioned the accuracy of the KS1 data.

	<p>Governors wished to thank Mrs Hammond for her hard work with year 6 during the stressful SATS week with Ofsted. They queried whether Mrs Hammond would remain in year 6 next year and they were reassured she would be as well as being the Maths lead. It was unanimously agreed she should feel very happy with herself. Both the school and governors felt sorry the results did not reflect the hard work that has gone into the cohort. Governors questioned whether SLT would identify whether support is needed and the Headteacher explained that the staff did not need more support and next years cohort would be a good one to move forwards with.</p> <p>Governors went on to ask if parents were informed of the results and they were informed that parents had been given the information that evening.</p> <p>Governors enquired as to whether there were any new starters in the school and the Headteacher confirmed there had been one in year R, 1 in year 4 who was possibly and SEN child. In September there would be one new starter in year 1.</p> <p>The NOR for September in year R may be 25. Governors queried whether it was possible to have movement over the summer months and the Headteacher confirmed it was possible. Two children in year 3 would be leaving, one for a special school and one for another school as they have been on the waiting list for some time.</p> <p>Governors discussed Romsey School catchment as they had a waiting list. It was hoped that this may have a positive effect on our school</p>	
150/19	Lead Governor Reports (inc visits)	
151/19	<p>Finance – AD</p> <ol style="list-style-type: none"> Budget Update. Unofficial Account <p>Thanks was given to the SBM for the budget.</p> <p>There had been a number of questions prior to the meeting which were explained at the meeting as below;</p> <ol style="list-style-type: none"> The budget share has come in lower than expected due to Budget Adjustment for De-delegation Fund and Central Provisions funded by maintained schools being deducted. SBM had queried this with EFS so that next year the deduction will be allow for. £154 needs to be re-coded from – AD needs to supply name of the section which needs recoding otherwise this does not make sense The cheque for the 90% refund for Drain Cleaning from £10,000 little extras money has been written and will be banked once signed . The projector and hall refurbishment is still being completed with a purpose built cupboard and computer which have not been invoiced yet. Once project is completed the 90% will be claimed from Governor account and receipts provided. SBM had sent the Invoice for Romsey PCC for the insurance refund. The redundancy termination payment was allowed for at £7500. The calculations actually came in at £8033.01. Due to legislation changing in April the 	

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	<p>school now also have to pay back dated holiday pay for the period of sickness on top of the mutual agreement, this has added an additional £3,159.39. Total unplanned amount is an additional £3692.</p> <p>When building the budget the school allowed for two children starting in September with known additional needs. The school had interviewed and appointed to cover this and last week were informed that one of the families is re-locating and will not be starting in September. The school expect that there will be further children joining us with additional needs now the Ofsted judgement is good so consider that this additional TA will be needed.</p> <p>In this financial year the plan was to have two TA's in Reception class. The first TA costing the school £18,770, second TA costing the school £8,926. The first £6,000 always comes from the Notional SEN Budget for each of these employees. The child that will continue to join us in September will come with £3480 additional funding whilst the child that is not joining us came with an additional £2,531.00. The second TA post was given on a temporary basis.</p> <p>The budget allowed for a main scale teacher to cover PPA, this is being covered by a teacher on UPS. Breakfast Club/After School Club Assistant has resigned and this is now being run by a TA on a higher salary than originally in the plan. Teacher has applied to be put through the threshold and will be UPS as from September.</p> <p>6798 - Sponsorship and Fund Raising - The launch of the running track Sponsored Run for Children has raised just under £1000 which was great news to have this amount so early on in the year.</p> <p>6795 - £5000 will be paid into this from the PTA and SBM will ask if it is possible to pay this before the end of summer term, but this payment may need to wait until PTA have raised more funds. £1000 has been received from Councillor Cooper towards the climbing frame which does not show on the budget as yet. The school is also due a donation from Marion Maxey's Choirs which will SMB will chase for the end of term.</p> <p>The SBM always creates a working scenario so that any changes like this can be added throughout the year. SBM has made the changes and the bottom line now shows a carry forward of £14,273 for this year. Originally the carry forward was projected as forward £28,503.</p> <p>Another child which the school receives funding for will be moving to a different school in September. In this financial year the school would receive a top up of £5,849.50 but will now only receive the summer term payment which is £2459.00</p> <p>The remaining amount will have to be taken off the bottom line.</p> <p>The SBM confirmed she had not made any changes to income.</p> <p>The SBM confirmed she would be meeting with the LA to ensure all lines will pull through for the October revision to show a more accurate picture.</p> <p>Governors questioned how much was due from the PCC £4533 and the SBM confirmed this had been invoiced so the school should see this returned.</p>	
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152/19	<p>Governors discussed the extra spends including the redundancy payment and it was agreed that had the issues been settled earlier the extra amount wouldn't needed to have been paid. The SBM confirmed if settled before 1st April the extra wouldn't have been necessary. There had been some confusion with the LA as it was the first case they had done of this nature which had contributed to the longer time frame.</p> <p>Governors discussed TA staffing, it was felt that the school should continue with the TA appointed. Governors questioned whether in future there was a good applicant do we need to wait for the deadline and the SBM explained they would need to as it showed a fair application process. Governors went on to ask if the additional costs were reflected in the budget and they were informed at the time of the meeting they weren't but it would show in the actuals.</p> <p>The SBM explained that the school had raised £1100 for the running track. They were expecting £5000 from the PTA for payment towards the classrooms although the full amount may not be received until Christmas. This was discussed and it was felt that new parents did not understand the commitment and were reluctant to pay. Governors discussed how they could help the PTA understand the finances and it was agreed for Alan and Liz to attend a meeting to ensure there is no misunderstanding as to why the school needed the money.</p> <p>The SBM discussed a corporate style summer party, to invite local businesses to see if they would like to make the school their chosen charity. Governors were reminded that the school grounds were also available for weddings, the cost was discussed and it was agreed to charge £1000 for the grounds. They discussed including costs for a site manager for the day. Governors queried how any more years was left of the classroom loan and they were informed it was two more years. Jemma to discuss this with the PTA at the first meeting of the next academic year to agree a date for Alan and Liz.</p> <p>A progress meeting was being held during the following day with the LA who has previously said the school should have no in year deficit. Working on predictions the school would be setting a deficit for the next financial year. Governors were reminded that although it looks like the spending has increased this did include the carry forward of spends from the previous year. The SBM reminded governors that in September she would have a more accurate picture which would include income.</p> <p>Unofficial Account – £17000 income for the year. Expenditure included classroom extension, playground (£5000) telephones (£1200) and some roofing costs. £26000 was in the budget. The spends for the projector and drain were still to come out. The school were seeking quotes for outside lighting including a new door. It would also be necessary to have emergency lighting around the school.</p> <p>The unofficial account had been reviewed by the Independent Examiner and they were agreed and ratified by the governors. The Chair signed the budget. Governors questioned where they are then sent to and the SBM confirmed they are sent to Hampshire CC. Thank you to Alan for preparing the budget and then Mary Dovey for auditing them.</p> <p>Governors questioned if the preschool lease was continuing and they were informed it would be. The SBM had not been able to meet them until September, there would be an increase to the rent and they were happy with this. The</p>	<p>AD & EW</p> <p>JJ</p>
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	<p>preschool were also happy to help pay for the wall replacement and also pay for more than one year in advance. It was felt that a payment each year would be more beneficial for the school.</p> <p>The Chair had met with the PM for the roof replacement and he had met the neighbours, there had been a discussion about the age of the wall and one neighbour would be meeting with her solicitor. If it was the neighbours wall the school would be asking them for the 10% contribution which the school would have to pay. The anticipated cost of the 10% would be around £3000. It was reported that the meeting with the PM had been positive. The work on the flat roof would start the day after the school had broken up for the summer holidays.</p> <p>Governors asked if the 10% contribution for the roof replacement had been allocated in the budget and it was confirmed it had been. It would also be important to inform the cleaners about the working being carried out.</p> <p>Working group to consider budget scenarios – LA had advised and it was beyond the GB strategic remit and had advised that governors do not consider this. The SBM had put together a scenario with increased numbers from September. If the school was full they would not be looking at a deficit budget until three years time. Governors were informed that Romsey Primary were also very low in numbers.</p> <p>Governors asked how often the school was consistently full and the Headteacher confirmed they used to be.</p> <p>Governors requested the school to present what the budget would look like from sept 2020 if the current scenarios carried on at the next meeting. The Headteacher confirmed that they had reviewed all the options and had cut everything possible. It may be necessary to start looking at federating or academies. This could be explored in the strategic meeting next week on Tuesday 16th in the afternoon.</p> <p>The SBM was thanked for all her hard work over the last year and congratulations was given for her upcoming wedding. She left the meeting at 6.55 pm</p>	
153/19	<p>Curriculum</p> <p>There was one report on Dropbox which showed a very positive visit to science. There were no further questions.</p> <p>A Maths and English visit was required but this would be delayed until the next academic year.</p>	<p>SBM</p> <p>Strategic mtg</p> <p>Maths and English Link</p>
154/19	<p>Premises and Health & Safety</p> <p>The final walk around would be held next Tuesday with Martin. Emergency lights would be installed when the school is closed. Governors questioned why they were needed and HCC state for fire evacuation purposes they were required. If the budget cannot hold installing lights it was suggested temporary plugin lights could be explored. EW to show Martin / Jemma the lights used in the Abbey.</p>	EW
155/19	<p>Sports Grant and Pupil Premium</p> <p>It was reported that ARE PP for year 6 was 100% so this was very positive. The Chair reminded all governors that they needed to review the areas of responsibility. All governors were asked to review their current areas of responsibility in time for the September meeting so all responsibilities could be covered.</p>	All

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156/19	<p>Ethos</p> <p>Thomas/Chris Pritchard had held training for staff on collective workshop which had been very successful. Prayer spaces would be held in the following week where the hall is transformed into areas to help children think about the wider world and relationships with themselves and others. It is very inclusive and EW as Safeguarding governor would be available all day. Pupils will have a picnic lunch as the hall is not available.</p> <p>Governors queried whether there were any reports on behaviour and the Headteacher confirmed CPOMS had been updated. It was reported that the result of people logging correctly means it has dropped dramatically. There had been an email received which stated the children were very calm, listened well etc. The Head had also observed this during the library challenge all the children were very positive. Out of the challenging children (8) 3 would be moving on and this would make an impact on the school. Governors queried whether the school would be proposing any major amendments to the policy and they were informed no changes would be made. Ofsted were very positive about behaviour although they did mention that in at KS1 some could show better behaviour. Governors questioned whether the role of the pastoral TAs had an impact on behaviour. The Headteacher reported that it wasn't impacting on big behaviours or those with SEN but for those with anxiety etc it allows for staff to check in on them during the day. The Arc would be opened from September, over the course of the week staff would identify those who are anxious, or had a child protection plan. Two adults would be in the Arc from 8.30 am and the children would be able to access from this time before they enter the class at 9.15 am. Governors asked what happened to those who have anxiety or behaviour issues over the summer, and the Headteacher it varied. The school had tried to put in place strategies. Connect Four and Young Carers would plan days out for the children and families. There were four children accessing Youth in Romsey. It is recognised at the start of the academic year children start back at school academically lower than when they left in July. For some children transition is hard for them, SEND especially. Secondary schools offer extra transition days for SEND however this did impact on their behaviour too. Governors asked how much changing years had an effect on the children and the Headteacher confirmed, it had a huge impact and they also saw wobbles from those who they don't expect it from.</p>	
157/19	<p>SEND</p> <p>The Report was on dropbox and there was nothing more to add. The SEND report is a school report and a draft had been created and is with the staff. This will be brought to the September meeting.</p>	
158/19	<p>Safeguarding</p> <p>Audit - Hampshire audit was shared on Dropbox. The only changes were minor with wording and outlined on the back page of the audit. The Chair recommended accepting the audit as Ofsted agreed with the school practices. The FGB agreed and ratified the audit and the chair would meet with Julie Symonds to complete the required on-line report verifying that the audit was complete.</p> <p>Robert left the meeting at 8.04 pm.</p>	
159/19	<p>Development and Training</p>	

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160/19	<p>Governors discussed FGB training for the next academic year and agreed to have training on one of the Ofsted areas for action. HN to look at GB training on Behaviour for a training session to be booked for late September / early October.</p> <p>All governors were reminded to please book training session on governor hub.</p> <p>Communication Media - There was a new reporter for the advertiser and the Chair had met with her following a disagreement about a piece published. It was agreed on wording limits for the pieces. Governors asked whether they would feature in the current week and it was confirmed that they would not be but LW would write a piece and include prayer spaces, apple store.</p> <p>Marketing - We had a final version of the prospectus, SBM has the emails about rates and JJ will confirm with her. Governors queried who had the banners for the football grounds and it was believed Roger had these. JJ to contact Roger to collect these.</p>	<p>HN</p> <p>All</p> <p>LW</p> <p>JJ</p> <p>JJ</p>
161/19	<p>Chair of Governors report</p> <ul style="list-style-type: none"> i. Strategic Plan ii. Action Plan (FGB actions only) iii. Support Plan <p>The Chair explained that the GB had completed the first year of flat governance. Governors felt it flowed better and felt more accountable. All agreed to continue for the next year.</p> <p>The following meetings would be being held; Strategic plan on 16th July Action plan on 17th July It was agreed for the support plan not to be discussed.</p> <p>The annual staff survey went out yesterday. EW would process the results and would report back at the next meeting.</p> <p>It was agreed for a copy to be sent to all governors. EW to send to the Clerk for distribution.</p> <p>A return date had not been published and staff would be asked to return by the end of the academic year.</p> <p>An email from Rob Saunders (Deputy Director of Education at diocese) had been received which expressed his gratitude for the effective support and challenge of the Governing Body. He congratulated the school on the very pleasing Ofsted.</p>	<p>EW</p> <p>EW & Clerk</p>
162/19	<p>Policy reviews</p> <p>PSHE including Sex and Drugs Education Policy – SC. Report on dropbox. Policy was agreed and ratified and signed by the chair.</p> <p>British Standards policy - Policy was agreed and ratified and signed by the chair.</p> <p>Staff Code of Conduct – this will be deferred to September.</p>	<p>Agenda</p>

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	<p>Curriculum – SC this will be deferred to the next meeting</p> <p>Fire Safety Plan – JJ in dropbox with monitoring report. There were some minor amendments to include after school clubs alerting school staff of a fire. Policy was agreed and ratified and signed by the chair.</p> <p>Safeguarding Audit - Policy was agreed and ratified and signed by the chair.</p>	Agenda
163/19	<p>Policies for review</p> <p>The Clerk explained that an updated policy review list had been put on Dropbox. An extra column had been included to show governors need to look at policies, or ask the lead school member, 2 months ahead of the policy expiring.</p> <p>For school policies, it was agreed for the Headteacher would report back in her school reports.</p> <p>Child Protection would be reviewed by LW</p> <p>Critical Incidents would be reviewed by LW</p> <p>Instrument of Government would be uploaded to Dropbox by the Clerk</p> <p>Register of business interests – Clerk to send out prior to FGB mtg</p> <p>Governor ToR – Clerk to send out prior to FGB Mtg</p> <p>SEND and Inclusion – Review by the school and LW</p> <p>SEND report - would be available from September</p> <p>Staff acceptable use of ICT would be reviewed by LW</p> <p>Governor code of conduct would be reviewed by</p> <p>MoPP – Clerk to look at September 2018 minutes</p> <p>KCSIE - would be reviewed by LW</p> <p>The Clerk was asked to look at September 2018 minutes for any other policies or procedures.</p>	
164/19	<p>Any other notified business</p> <p>Thanks was given to Ronnie for her support and work and flowers were presented to her from the Governors.</p>	
165/19	<p>Impact statement</p> <ul style="list-style-type: none"> • GB worked very hard over the last • Good discussion about ethos and behaviour • Budget was thoroughly discussed and reviewed and the implications of what it will mean in the future. 	

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	<ul style="list-style-type: none"> • Impact of work on support in maths in KS2 and writing in KS1 results. 	
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Meeting closed at 8.32 pm

6.00 pm – 8.30 pm

Tuesday 10th September 2019

Thursday 10th October 2019

Thursday 7th November 2019

Tuesday 3rd December 2019

Thursday 9th January 2020

Thursday 6th February 2020

Tuesday 3rd March 2020

Thursday 2nd April 2020

Tuesday 12th May 2020

Tuesday 9th June 2020

Tuesday 7th July 2020

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