



**ROMSEY ABBEY C of E PRIMARY SCHOOL**  
**Full Governing Body Meeting Minutes FGB18 Su1**  
**22<sup>nd</sup> May 2018 at 6pm**

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

**Present:**

Liz Wagner – Chair  
 Alan Davies (AD)  
 Carole Allen-Morley (CA-M)  
 Helen Normington (HN)  
 Ronnie Munday (RM)  
 Jemma Jones (JJ) arrived at 6.45 pm  
 Jo Hobbs (JH)  
 Roger Kitsell (RK)  
 Julie-Anne Palfrey Headteacher(HT)  
 Stephen Plowright (SP)  
 David Potterton (DP) – left at 7.00 pm

**Apologies:**

Gill Gardiner (Clerk)

**Attended:**

Chris Brazier (Temporary Clerk)  
 Tom Langford (Deputy Headteacher) – Left at 7.10 pm

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

*Governor questions and answers are shown in a blue, bold, italic type face.*

Item		Action
1.	<b>Welcome, Prayer and Apologies:</b>  The Chair welcomed everyone to meeting and invited DP to lead the opening prayer.  Apologies were received and accepted from the Clerk and Chris was welcomed as temporary clerk for the meeting	
2.	<b>Requests for AOB</b> None.	
3.	<b>Declaration of Pecuniary Interests</b> None except those already recorded and listed on the website.	

4.	<p><b>Endorsement of minutes from last meeting.</b></p> <p>The minutes of the meeting of 27 March 2018 were agreed and endorsed by the governing body and signed by the Chair.</p>	
5.	<p><b>Matters arising from the last meeting 27 March 2018</b></p> <p>Action: FGB18 Sp2 5.i Chair to forward a copy of the Maths job description to AD. <b>Completed</b></p> <p>Action: FGB18Sp2 7.i SFVS return to be submitted to LA before 31 March 2018 by Chair of Resources. <b>Completed.</b></p> <p>Action: FGB18Sp2 9 1.i Flatter governance working group to meet early in the Summer term. <b>Completed.</b></p> <p>Action: FGB18Sp2 9 1.ii Chair of Governors to send a copy of the Terms of Reference to Tony Quinn when they are completed.</p> <p>Action FGB 18Su1 5.i Chair to send ToR to Tony Quinn.</p> <p>Action: FGB18Sp2 9 2.i HN to lead 360 review of the Chair and report to FGB18Su2. <b>Ongoing</b></p> <p>Action: FGB18Sp2 6.i The Chair will include a question about narrowing the gap in Priority 4.2: Ensure pupils with SEN are accurately identified and provision for them is effective. <b>Completed</b></p> <p>Action: FGB18Sp2 10. Governors to give the Chair feedback on the Governor Body Policy Monitoring form when reviewing policies. <b>Ongoing.</b></p> <p>Action: FGB 18Sp2 The Clerk to move the review of the Child Protection suite of policies to the Autumn term on agendas. <b>On agenda for October meeting.</b></p> <p>Action: FGB18Sp2 14.i D&amp;T governor to check with Governor Services that the Strategic Finance course could be tailored to the school and if it would be an experienced Finance trainer who would run it. If it was a positive response, governors would like to go ahead with the training in September. <b>See agenda item 16.</b></p> <p>Action: FGB18Sp2 15 Chair to send version 6 of Governor Monitoring Responsibilities to the Clerk for filing in Dropbox. <b>Completed.</b></p>	<p>Chair</p> <p>HN</p> <p>ALL</p>
6	<p><b>Headteacher's Report:</b></p> <p>The Headteacher took questions on her report and from the School Improvement Visit report which had recently arrived reporting on the visit on 6 March 2018 by Martyn Beales and Andy Heyes.</p> <p><b>HT report page 1:</b></p> <p><i>Q. How are we going to get numbers up before October count?</i></p> <p><i>A. Fewer children are coming in than going out as we have quite a few children who have moved house this term. Romsey Primary School has now gone to two form entry and this has had an impact on our numbers. Three pupils have moved to private school. Romsey and Cupernham Primary Schools still have spaces available and this will also affect how many pupils we are able to attract. We need to look at competition and decide what is our Unique Selling Point (USP) and how to advertise this. RAPS is always putting positive messages out</i></p>	

<p><i>through Twitter and Facebook. We need consider this from a business perspective. Prospectus could be distributed more widely.</i></p> <p><b>Action FGB18Su1 6.i</b> To discuss marketing the school as part of strategic planning – see item 10.</p> <p><i>Q. How many people come to open days?</i>  <i>A. We had quite a respectable number attend. One of our USPs is our small size which is seen by some parents as an advantage and we need to widen our advertising about this may be to areas such Lordswood and beyond.</i></p> <p><b>HT report page 2:</b>  <i>Q. Key Stage 2 predictions - any alterations as a result of the SATS</i>  <i>A. Maths papers were felt to be slightly harder than expected but we should be well above the 60% for combined results.</i></p> <p><b>HT report page 3:</b>  <i>Q. Year 2 - 55% is a worry which will roll through – what is the plan?</i>  <i>A. It's all down to good quality teaching and if there is then good progress will happen. Year 4 have made good progress with good teaching and have caught up. All years make different progress levels throughout the school year, so we can only assess the true situation at the end of the school year.</i></p> <p><b>HT report page 4 ARE table:</b>  <i>Q. What extra can the Governing Body do to support especially with Year 3 and 5?</i>  <i>A. RAPS could do with an extra teacher but know that this is not feasible. Support is in place and progress is being made in Year 3 in particular but not all Year 3 parents realise the improvement made during this academic year.</i></p> <p><b>HT report page 5:</b>  <i>Q. With the lead teacher for English leaving please could you expand on your ideas for having a team rather than just one teacher to lead in this subject area.</i>  <i>A. Next year it will be exciting as two NQTs are starting but cannot take the lead on subjects for another year. SLT are carefully considering the best way to manage this and current thinking will involve teachers leading on a particular area of the subject rather than the whole subject.</i></p> <p><b>HT report page 6 Table:</b>  <i>Q. Is there any change in policy requiring action re the VIR incident?</i>  <i>A. No – it was a young child with one to one support. Risk assessment is in place specifically for that child.</i></p> <p><b>HT report page 7:</b>  <i>Q. How will the Year R outdoor area enable the Year R curriculum to be even more challenging?</i>  <i>A. The types of activities which will be bought/made for this area will provide additional challenge to the pupils with the opportunities to problem solve enabling educational play to be taken to a more challenging level.</i></p> <p>Discussion then transferred to the School improvement Visit Report. The majority of Governors were present at the feedback session on 3 March 2018, so it holds no surprises but has taken a long time for HCC to send the final copy which has now been read in conjunction with the current HT report. The Chair stressed the important points in this report for the Governors</p>	
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	<p>especially the improvements noted on page 2 &amp; page 6 with the action to ensure that questions were logged carefully in the minutes of all meetings. It was generally agreed this was happening, and this must be sustained.</p> <p><i>Q. The overarching question from this report is: <b>How has progress continued in the areas for action on page one of this report as it was written 2 months ago?</b></i></p> <p><i>A. It was agreed that each action was being addressed and monitored by the headteachers, report, the questions to the HT on her report and by the regular governor visits.</i></p> <p><b>Post meeting note: Chair has asked HT to specifically comment on the actions from this report in her next report to FGB in July 2018.</b></p>																																									
7	<p><b>Resources Committee</b></p> <p>There were no questions regarding the resources committee minutes as full discussions had been held at the resources meeting – see minutes for details. The majority of Governors had attended this Resources Committee meeting.</p> <p><b>i. Budget approval 2018/2019</b></p> <p>The Chair of Resources discussed the changes from the draft budget as discussed at the resources meeting. The following is a summary of the changes made to the in-year surplus or deficit (a negative number indicates a deficit):</p> <table><tr><th></th><th>2018 - 19</th><th>2019 - 20</th><th>2020 - 21</th><th></th></tr><tr><td>Draft budget reviewed at Resources</td><td>(42,482)</td><td>(57,513)</td><td>(41,632)</td><td></td></tr><tr><td>PCC loan already repaid for this year</td><td>10,000</td><td>-</td><td>-</td><td>Note 1</td></tr><tr><td>Additional 10% contribution for DFC</td><td>(800)</td><td>-</td><td>-</td><td>Note 2</td></tr><tr><td>Adjustment to teachers' salaries</td><td>3,655</td><td>4,546</td><td>1,382</td><td>Note 3</td></tr><tr><td><b>Amended draft budget for approval</b></td><td><b>(29,626)</b></td><td><b>(52,967)</b></td><td><b>(40,250)</b></td><td></td></tr><tr><td><b>Surplus/(Deficit) Brought Forward</b></td><td><b>69,985</b></td><td><b>40,359</b></td><td><b>(12,609)</b></td><td></td></tr><tr><td><b>Cumulative Surplus/(Deficit) C/Fwd</b></td><td><b>40,359</b></td><td><b>(12,609)</b></td><td><b>(52,858)</b></td><td></td></tr></table> <p>Note 1 - the PCC loan repayment due to be made in April 2018 was made early in March 2018. Therefore, the 2017/18 figures contained two repayments rather than one. The 2018/19 budget has been amended to remove this repayment, since it has already been made in the previous year. There is no change to the subsequent years.</p> <p>Note 2 - the school 10% contribution towards capital projects has been increased from £700 to £1,500 in line with the expected capital expenditure for the year, which includes the completion of the grounds project.</p> <p>Note 3 - this was a correction to the teaching costs in respect of one teacher's pay scale level.</p> <p>Chair explained that, while there was an in-year deficit expected, the carried forward position was still in surplus for 2018/19, although it is currently forecast to fall into deficit in 2019/20. For this reason, the budget included the wording "The Governing Body is aware of the future years deficit as shown on this plan and will take action to address it." Chair commented on the importance of pupil numbers to the school's financial position.</p> <p>There were no further questions on the draft budget, since it had been reviewed thoroughly at the resources meeting.</p> <p><b>FGB unanimously approved the budget for 2018/2019.</b></p>		2018 - 19	2019 - 20	2020 - 21		Draft budget reviewed at Resources	(42,482)	(57,513)	(41,632)		PCC loan already repaid for this year	10,000	-	-	Note 1	Additional 10% contribution for DFC	(800)	-	-	Note 2	Adjustment to teachers' salaries	3,655	4,546	1,382	Note 3	<b>Amended draft budget for approval</b>	<b>(29,626)</b>	<b>(52,967)</b>	<b>(40,250)</b>		<b>Surplus/(Deficit) Brought Forward</b>	<b>69,985</b>	<b>40,359</b>	<b>(12,609)</b>		<b>Cumulative Surplus/(Deficit) C/Fwd</b>	<b>40,359</b>	<b>(12,609)</b>	<b>(52,858)</b>		
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	<p><b>ii. Health and safety</b></p> <p>There were no questions in relation to health and safety other than those raised at Resources Committee, and JJ (health and safety lead governor) did not have any additional matters to raise further to that already discussed at the resources meeting.</p> <p><b>David Potterton left the meeting at 7.00pm</b></p>	
8.	<p><b>Any Questions from Curriculum Minutes (in Dropbox)</b></p> <p>The majority of FGB attended the Curriculum Committee and many questions were asked during the meeting. Governors had no further questions. See Curriculum Minutes for details of questions raised.</p>	
9.	<p><b>Chairman's Report</b></p> <ul style="list-style-type: none"> <li> <p><b>Governor's Action Plan</b> — it was agreed that "Regular review of GB performance" should be added to action column for Action 1. Achieve excellence in governance. Further progress to towards the actions in the plan will be updated as a result of this FGB meeting. Those with individual actions within this plan please monitor and report progress as required.</p> <p><b>Action: FGB18Su1 9.i Chair to add "Regular review of GB performance" to action column for Action 1 – Achieve excellence in governance.</b></p> <p><b>Action: FGBSu1 9. ii Those with individual actions within the Governor Action Plan please monitor and report progress as required.</b></p> </li> <li> <p><b>Flat Governance</b> All documents relating to Flat Governance had been circulated prior to this meeting:</p> <ul style="list-style-type: none"> <li>Terms of Reference</li> <li>Role descriptors for Lead and Link Governors</li> <li>Governance structure</li> <li>Annual Timetable</li> </ul> <p>Flat Governance was being trialled in an attempt to streamline the working of the Governing Body. The majority of governors have been regularly attending committee meetings and FGB and there is much overlap, so this new way of working will stop this duplication. After further discussion about these documents it was agreed by all present that Flat Governance would be trialled for one year starting in September 2018.</p> <p><b>FGB agreed to trial Flat Governance for one year from September 2018.</b></p> <p><b>Tom Langford left meeting at 7.10pm.</b></p> <p><i>Q. What is the time frame for next Ofsted?</i></p> <p><i>A. It will potentially be from March 2019 to the autumn term of 2019. This should give time for the new Governance structure to be embedded before an Ofsted inspection.</i></p> </li> <li> <p><b>End of Summer Term Event</b> - It was agreed that the GB would invite all staff to end of term event. Immediately after school on 20 July - afternoon tea with sparkling wine in</p> </li> </ul>	<p><b>Chair</b></p> <p><b>RM/HN/ AD/JJ</b></p>

	<p>church rooms at 4pm. Church Rooms to be booked and invitations issued via the Headteacher. The Chair hoped all governors would be available to attend and would be able to help as required.</p> <p><b>Action: FGBSu1 9.iii Chair to book Church Rooms for 20 July and invite all staff to an end of term event on behalf of governors, invitations to be sent via HT.</b></p> <p><b>Action: FGBSu1 9.iv Chair requested that governors attend and help if at all possible.</b></p> <ul style="list-style-type: none"> <li>Draft Meeting Dates 2018/2019 (in Dropbox) – Dates were confirmed. To be entered into governor’s diaries asap.</li> </ul> <p><b>Action: FGBSu1 9.v Governors to enter meeting dates for 2018/2019 in diaries asap.</b></p>	<p><b>Chair</b></p> <p><b>ALL</b></p> <p><b>ALL</b></p>
<b>10.</b>	<p><b>HCC Review of Governance May 2017</b></p> <p>The Chair reminded Governors of the review which was completed a year ago by HCC. It is now time to review the actions which were recommended in this review. The Chair has put the actions into a table to enable comments to be collated easily. The Chair requested a member of the Governing Body to take responsibility for collating responses to the actions from this review. JJ offered to collate responses. All to send comments to JJ by 25<sup>th</sup> June and the results will be discussed at FGB in July. Chair expressed thanks to JJ.</p> <p><b>Action: FGBSu1 10.i Governors to review the actions which were recommended in the HCC Review of Governance and send comments to JJ for collating by 25 June 2018. Results to be discussed at FGB Su2 meeting.</b></p> <p>Governors then discussed forming a working party to create a 3 or 5 Year Strategic Action Plan. The Chair asked RK to lead on this and he accepted. Dates of meetings to be suggested and circulated. It was agreed that this working party should ideally have about 6 members including Headteacher, Chair, RK and any member of the Governing Body willing to serve on this working party and hopefully another member of staff. All to respond when RK sends invitation to join this working party.</p> <p><b>Action: FGBSu1 10.ii RK to lead on forming the working party of about 6 members, including Chair/HT/RK, to create a 3 or 5-year Strategic Action Plan. Dates to be suggested and circulated. All governors to respond to invitation to join working party.</b></p>	<p><b>ALL JJ</b></p> <p><b>RK/ ALL</b></p>
<b>11.</b>	<p><b>Policy Reviews</b></p> <p>Health and Safety Policy was reviewed, and amendments had been agreed at the 18Su1 Resources Committee meeting as reported in the minutes of that meeting.</p> <p><b>FGB approved the Health and Safety Policy.</b></p>	
<b>12.</b>	<p><b>Policies for Review at FGB 18Su2</b></p> <ul style="list-style-type: none"> <li><b>SEND and Inclusion (RP)</b> – actions already in hand to review these Policies and they are an agenda item at FGB Su2.</li> <li><b>Fire Safety Plan:</b></li> </ul> <p><b>Action: FGBSu1 12.i JJ to check if further is required re Fire Safety Plan after the recent review of H&amp;S policy.</b></p> <ul style="list-style-type: none"> <li><b>Behaviour</b></li> </ul>	<p><b>JJ</b></p>

	<b>Action: FGBSu1 12.ii RM to review Behaviour Statement as per statutory guidelines.</b>	<b>RM</b>
<b>13.</b>	<p><b>Staff Sick Absence report</b></p> <p>This report had been issued with the documents for this meeting.</p> <p><i>Q. Is it possible to compare this absence record with other schools?</i></p> <p><i>A. AD said that he did not think It was possible through the on-line comparison tool. AD to confirm.</i></p> <p><b>Action: FGBSu1 13.i AD to confirm whether RAPS absence can be compared with other schools using the on-line comparison tool.</b></p> <p>The Chair reported that she had asked the Business Manger to see if it was possible to compare with local schools via the regular Business Managers meetings.</p> <p>HT said she felt the Sickness Policy was working as staff did recognise the trigger points. After some discussion it was decided that the Governing Body would conduct an annual staff feedback survey. JJ would send example to Chair which she had completed when working for the NHS. Survey will then be compiled and issued to staff before the end of term.</p> <p><b>Action: FGBSu1 13.ii JJ to send a staff survey example to the Chair. Survey will then be compiled and issued to staff before the end of term.</b></p>	<p><b>AD</b></p> <p><b>JJ</b></p>
<b>14.</b>	<p><b>Safeguarding</b></p> <p>The latest update had been given and discussed in detail at the 18Su1 Curriculum and Standards Committee meeting. Currently there is nothing further to add.</p>	
<b>15.</b>	<p><b>Communication</b></p> <p>The Romsey Advertiser is continuing to ask for stories but there is now more competition as other local schools are starting to submit more articles. Chair is doing her best to keep the school in a positive spotlight in the Advertiser.</p> <p>The School Newsletter carries a Governor item most weeks now. The Chair reminded all members of the Governing Body continue to submit brief reports of visits for inclusion in the weekly newsletter.</p> <p>Other ideas for improving communication with parents were discussed in brief e.g. Setting up a Parent Forum – see item 17. ii.</p> <p>The Chair requested that all members of the Governing Body attend as many school events as possible to increase interaction with staff and parents. The Chair reported that the recent School Sports Day had been a really successful occasion and congratulated the staff of the school for running such an efficient and effective event. She had very positive feedback about sports day from parents/grandparents who attended. The Chair commented that, with the exception of Governors who were parents, she had been the only representative of the Governing Body at this all-day event.</p> <p><b>Action: FGBSu1 15. The Chair requested that all members of the Governing Body attend as many school events as possible to increase interaction with staff and parents.</b></p>	<b>All</b>
<b>16.</b>	<b>Review of Governor Training. (HN)</b>	

	<p><b>Whole Governor Training:</b> HN reported that she was still waiting for confirmation re the Whole Governing Body training booked for 25<sup>th</sup> September on Strategic Finance. <b>Action: FGBSu1 i. HN to inform all members of Governing Body once date confirmed in the meantime Governors were asked to keep this date free.</b></p> <p><b>Ofsted Training:</b> Report from AD/JJ had been submitted with the papers for this meeting. The report was considered to be helpful, points noted by all members of the Governing Body and no questions were raised.</p> <p><b>Understanding Personnel Matters:</b> Report from the Chair had been submitted with the papers for this meeting. The Business Manager had attended this training with the Chair. This training was only an introduction to personnel matters so a further training session on more advanced personnel matters would be attended by the Chair and the Business Manager on 4<sup>th</sup> June. It is anticipated that this training will be useful with personnel matters which are expected to arise in the near future.</p>	HN/ ALL
17.	<p><b>Governor Visits</b></p> <p><b>i. Summer term Monitoring programme:</b> most of the visits are scheduled for later in the term. Two reports are currently in Dropbox:</p> <ul style="list-style-type: none"> <li>• Report from RK re Pupil Premium and Habits of Mind dated 20th April 2018 – the answers to questions raised from this visit appear in the report.</li> <li>• Safeguarding Case review – questions raised from this report will be answered at the next case review meeting.</li> </ul> <p><b>ii. Behaviour Survey:</b> The responses and report from this survey were submitted with the documents for this meeting.</p> <p>RM detailed the main findings from this report - 26 parents responded to the survey and there were quite a few negative comments. This was disappointing and because the survey was anonymous it was almost impossible to follow up concerns and perceptions.</p> <p>The HT commented that it has taken time to get behaviour up to the present level and it was recognised by all present that current behaviour was good and vastly improved since March 2016. The Chair explained that, in an attempt to follow up the responses from this survey, she held surgeries on two occasions – the take up was not good but some useful conversations with parents had resulted. Chair intended to run a monthly surgery to encourage parents to talk more to the school about concerns instead of logging them on closed Facebook groups.</p> <p>The Chair had also offered, via the Newsletter, to start a parent Forum but only interest from one parent so far. Chair will continue to attempt to set up a Parent Forum and it was hoped that, once established, other members of the Governing Body would be able to support with this initiative too.</p>	
18.	<b>Any Other Notified Business</b>	



	None.	
<b>19.</b>	<b>Impact Statement</b>  <b>All ultimately should impact on the progress of pupils</b> <ul style="list-style-type: none"> <li>• Approval of budget for financial year 2018-9.</li> <li>• Actions to prepare for Flat Governance now complete and should improve Governor efficiency</li> <li>• Better understanding of the support parents need to support their own children within the school environment</li> </ul> <b>Meeting finished at 8.05pm</b>	
<b>18.</b>	Date of Next FGB meeting: Tuesday 10th July 2018	

#### Full Governing Board

#### Tuesdays – 6.00 pm start:

Meeting	Agenda in Dropbox	Draft agenda to Chair/HT
13 <sup>th</sup> September 2018	6 <sup>th</sup> September 2018	18 <sup>th</sup> July 2018