



ROMSEY ABBEY C of E PRIMARY SCHOOL
Full Governing Body Meeting Minutes
2 April 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)
 Helen Normington (HN)
 Jemma Jones (JJ)
 Julie-Anne Palfrey Headteacher(HT)
 Robert Pears (RP)
 Roger Kitsell (RK)
 Connie Boler
 Tom Langford (DHT)

Apologies:

Samantha Chivers (SC)
 Revd Thomas Wharton (TW)

Attended:

Victoria Bleaney (Clerk)
 Julie Symmonds (Item 45/19)

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

		Action
040/19	Welcome, Prayer and Apologies The chair welcomed everybody to the meeting and led the opening prayer.	
041/19	Requests for AOBs The following items were requested to be added to the agenda and it was agreed to discuss them at the appropriate time. <ul style="list-style-type: none"> • Audit to policies • Governors handbook • Cream tea 	
042/19	Declaration of Pecuniary Interests There were no declarations of interest for the meeting.	
043/19	Endorsement of Minutes from last meeting – 5 March 2019 (in Dropbox) The Clerk was asked to add page numbers on the minutes.	

	<p>005/19 remove “with” after “consulted” in the first paragraph</p> <p>With the above amendments the minutes were agreed as being a true and accurate representation of the meeting and were signed accordingly by the Chair.</p>	
044/19	<p>Matters arising from the minutes not covered elsewhere on the agenda</p> <p>LW to contact Romsey Rotary but it was agreed not to do so until a fixed project had been agreed.</p> <p>The Clerk was asked to send Connie Boler an application form for completion</p> <p>The Clerk to send Revd Thomas his school email address and login details.</p> <p>LW would remove voluntary controlled schools discussion from the agenda as it would not be appropriate for the school at the present time. Governors questioned why it would not be appropriate and she explained there would still be funding issues as a VA school. It was agreed to review SLA’s if this would help support the school. LW would create a report on VA schools for the next meeting.</p> <p>Clerk to email the SBM about signing the register.</p> <p>All other items had been completed or would be discussed during the meeting.</p>	<p>LW</p> <p>Clerk</p> <p>Clerk</p> <p>LW</p> <p>Clerk</p>
045/19	<p>Trauma and the Brain (15 minutes Julie Symmonds)</p> <p>Julie was welcomed to the meeting and she opened the presentation by asking governors whether treating everyone exactly the same way was fair or unfair? Governors discussed the question and felt the needs of the individuals should be known. They then enquired as to how the children understood the question and they were informed that by the end of the presentation they would have much more of an understanding.</p> <p>There are three parts of the brain, Primitive, Limbic which forms attachments and Cortex where the thinking and higher order skills are formed. Governors were asked how they responded when they got a surprise and after this was discussed it was highlighted that anger, shock and freezing are very natural responses. Children often chose the fight reflex as a response. Governors were informed that if a child was brought up in an unsafe environment the primitive brain forms quicker and will become the first response. When the child starts to feel safe they will move away from fight or flight. It was highlighted that school should be calm and safe and Romsey Abbey Primary School has a number of strategies to help support the children including a worry box, rules, Ark and a top up activity with a one to one mentor at the start of each day.</p> <p>The presentation went on to explain that being fair didn’t mean treating everyone the same way, everyone has different needs and when life is stressful we all need to learn to calm down and help others to stay calm. Governors queried whether there was any focus strategies for children and staff governors explained that they knew the children very well and work</p>	

	<p>alongside behaviour support with care packages. The Jigsaw PSHE curriculum had calming techniques in it and this was how each session in school was started.</p> <p>Governors asked whether all children had seen the presentation and it was confirmed they had done. Governors then discussed whether there would be any mileage in showing it again to those who struggle and it was felt that it may be introduced again but it would not help with behaviour management for some children. Staff governors reported that all staff were able to judge situations well as they knew the children so well.</p> <p>Governors enquired as to how the school supported children in the long term who need more than calming techniques. They were informed that training for designated teachers for LAC will help train staff and there were strategies in the training to help. Caroline Badminton helps support those who have been highlighted as requiring further support. CAMHS was also an option although the waiting list was very lengthy and the criteria was also very high and this has an impact on the school. Governors questioned whether they could be doing more to try and hasten the waiting list and this was discussed and agreed that the health service funding had impacted on the waiting list.</p> <p>Governors thanked Julie for her presentation. A copy of the presentation could be found on Dropbox.</p>	
046/19	<p>Headteachers Reports</p> <ul style="list-style-type: none"> • Behaviour Policy • Report from Martyn Beales <p>The Headteacher reported that the updated SEF was almost complete and would be uploaded to Dropbox on completion. It is an evolving document which will continue to grow and change. There had been a governor section completed by the Chair.</p> <p>The Martin Beales report had been uploaded to Dropbox. The actions were read out to governors. The current predictions were in the Heads report for governors information which could be found on Dropbox. The visions and aims were to be clearly defined and understood by all and it was felt that this was now underway. They were becoming clearer and are in the SEF, this would be explored further with staff and Governors were asked to make themselves familiar with them.</p> <p>Outcomes for pupils - Staff have reviewed their own subjects and ensured the outcomes for pupils are in place and if not what needs to be put in place. Leaders were all clear on their subject as stated in the report and this had also been put into the SEF.</p> <p>It had been a very positive report on Governors from him.</p> <p>At the time of this FGB meeting there had been a TA who had resigned due to a house move and the school had appointed 2 as there had been an outstanding vacancy since December. Both new members of staff had started their inductions and would start work after Easter. Schools direct had been in contact and arranged for a student teacher to start in the next academic year.</p>	

	<p>The work with John Keeble School on moderation of maths was encouraging, particularly when looking at the work in school in Year 2 where the cohort are performing well. SLT were confident that their judgments for both end of KS1 and 2 would be accurate and in line with John Keeble Schools judgements.</p> <p>The new behaviour policy states when a behaviour should be logged on CPOMMS. It was now very clear so it was expected that in the short term the number of incidents may look like they have increased although it should be made clear this is not the case but the understanding of logging had increased. Governors questioned whether there were any issues with behaviour at the time of the meeting and they were reassured that there were no major concerns. SLT had attended a conference which suggested a one page behaviour policy and this is what had been created. The policy was the same in content but its presentation had been changed to allow for easier reading. There were also suggested questions to ask the child once they have calmed down. Ronnie reported that she had been in school for one day to monitor behaviour. The behaviour was very much improved and the children had a good understanding of what was expected.</p> <p>The Headteacher explained that there had been a turbulent couple of weeks but this could have been due to the year 7 places being allocated. This had taken a couple of weeks to calm down and the introduction of a behaviour specialist as well as Southampton Behaviour Team being very supportive. Governors enquired as to whether there was anything they could do to help and SLT explained that the school allocation date was now on the calendar and a plan to help manage the situation next year would be put in place.</p> <p>Governors questioned what was meant in the report that the “pace of improvement seems to have slowed in recent months”. The Chair explained that it would not be expected of the school for the rapid and fast tracked improvement straight away to continue, but as things improve the pace naturally slows and the school was now consolidating its improvements.</p> <p>At the time of the meeting EHCP and SEN attendance had decreased slightly but is still better than national, but this was due to medical appointments. It was agreed to look at these alongside governor visit reports.</p> <p>Robert agreed to discuss Mental Health in Children and Young People at the next meeting. He will have 15 minutes at the start of the meeting after the SBM report.</p> <p>The Health and Safety report stated an asbestos visit for Easter Monday, Jemma agreed to check the date and inform the Headteacher.</p>	<p>Agenda</p> <p>RP / Agenda</p> <p>JJ</p>
047/19	Lead Governor Reports	
048/19	<p>Finance</p> <ul style="list-style-type: none"> a. Budget Update. b. SLA Costs compared to building contract <p>Governors were informed that they were 2 days past the end of the last financial year. At the last meeting there had been a high carry forward of £95,000. If the expected spends were taken out of the carry forward there was £45,000 remaining. Governors were reminded that they would be required to</p>	

	<p>approve the budget at the next meeting, it had been drafted but was a working document. The budget for 2019/2020 included all the expenditure items such as the running track roof contribution and employee settlement. There were no further questions from governors.</p> <p>SLA costs had not been explored yet, there would be an LA meeting on 3rd May and the Head and SBM would attend. The actual costs would be reported to the FGB meeting following this meeting.</p> <p>Governors were informed that the diocese controls grant applications and these are then audited by local government. The planning permission had been sent in for the roof and the school were expecting it to be granted in May, LW would chase the Project Manager and contact the local Councillor again to try and speed the process up. The builders had confirmed they were keeping the time slot open for the project. As soon as planning permission had been granted, then the Diocese would be informed. Governors enquired as to whether TBVC had highlighted any obstacles and it was confirmed they had not.</p> <p>Governors questioned whether there had been any more information on the employee settlement and at the time of the meeting there was nothing more to report.</p> <p>The running track would be completed the following week.</p> <p>05/19 – Governors queried whether there was any more information on the funding for the Ark. It was confirmed that Romsey Test Rotary Club had agreed to fund it and would arrange for things to finish it. They had been in school this week and the carpet had been ordered, they were upcycling items to furnish the Ark.</p>	<p>AD</p> <p>LW</p>
049/19	<p>The purchase card monitoring report had been written and no issues had been highlighted.</p> <p>Curriculum</p> <p>HN and SC had completed all the curriculum monitoring and this was all very positive. The EYFS reports were in Dropbox for the current meeting. There would be further reports for the next meeting. Sam and Helen had completed their monitoring together and in terms of succession planning Sam would be able to take over next term. There were no further questions.</p> <p>Roger reported briefly on his visit to EYFS and the class had been very busy learning. Middle leaders had all spoken so positively about Rob Sanders, Deputy Director of Education who had spent the day in school coaching several of the leaders. SLT reported that he had been very supportive and helped formulate action plans. Governors asked whether he would be coming back into school on 30th April and it was confirmed he would be for a morning as a follow up visit. There has been no cost to any of this support.</p>	
050/19	<p>The report following Roger's Abbey visit had been uploaded to Dropbox. It had been a very positive experience and great for helping build confidence for the pupils. They would lead the sound for the Easter service and be an article in the advertiser on Friday. It was reported that the pupils had been very polite</p>	

<p>051/19</p>	<p>and even held the door open for the Chair. If there was a way to continue the process it was felt it would be beneficial to the children who felt they have achieved something for themselves. Thank you to Roger and Chris Pritchard.</p> <p>Premises and Health and Safety</p> <p>There was nothing new to report. During walk on 19th March, some actioned had been highlighted which Martin had already actioned. It was reported that the actions for the LA was still incomplete. It was reported that if the school had an SLA with them they do not check before they completed the work which could mean more money spent. It was agreed for Jemma to take part in the conversation with Alan about the SLA's.</p> <p>The walk had highlighted some issues with the neighbour's fence which was attached to a wall which was crumbling. Martin would find out costings and would be meeting with the neighbour. Governors enquired as to what length the wall was and it was confirmed there was continual sagging of about 2 meters. If they are able to do so the builders would use the existing bricks as long as they are in good working order.</p>	<p>JJ</p>
<p>052/19</p>	<p>Sports Grant and Pupil Premium</p> <p>There had been no further sports grants visits since the last meeting. Roger confirmed he would be attending a swimming session and sports day next term.</p> <p>The PP strategy meeting had been held 5 weeks ago. The schools processes were robust and dynamic, strategies were in place and are adapted to suit the individual. In terms of outcomes last year the year 6 were very strong. The current Year 6 cohort has 2 PP, both will achieve ARE and one should go on to achieve GD at the end of Year 6. Progress had been mixed in the rest of the school. Reading is very strong in the school for PP. Writing was not so strong but the Headteacher felt it was not a concern in the school but more to do with the emphasis on grammar and spelling within the tracking document used. 28% of PP children are on track to achieve ARE at the end of the year. It was important to take SEN figures out and this meant 90% of children made three steps of progress which was very positive. Maths was on par if not stronger than writing for PP children.</p> <p>The school was working hard to close the gap and this was being continually tracked in school. There were six questions posed to the Headteacher and these were in the report and asked at this meeting.</p> <p>One area to make sure data is as reliable as possible was to put in place moderation with another school and teachers have been cross moderating across the year groups. Governors queried whether as a result of the moderation will the assessments be changed for phase 4. The SLT explained that target tracker would be updated at the usual time and teachers were continually building on their understanding. Governors questioned whether they would expect an upwards trend for assessments for year 4 and 5. SLT reported that as long as the progress remains on the same trajectory then they would be on track to achieve what is expected of them.</p> <p>In response to the questions in the report the Headteacher responded that more teacher time would have more of an impact compared to more TA time.</p>	

<p>053/19</p>	<p>The pastoral TA had made a positive impact, however there was no evidence yet, Qualitative data had been very positive. DHT explained it made it easier having another member of staff in the class to help support a one to one session.</p> <p>There had been some difficulty in getting PP parents to attend parents evening etc however following the most recent parents evening there had been very positive parent engagement. The SLT had working hard on this area over the last academic year and it was felt that there had been a real improvement. A member of staff now phoned the PP and SEN parents separately to arrange a meeting. Governors felt the Ark would be another area which could help.</p> <p>Writing had been addressed and this was a focus in the SIP and SEF and governors had been monitoring this. The challenge in writing was spelling for PP children and for all children. Lots of strategies had been put in place to address this. SLT stressed that this would be a long term strategy.</p> <p>Ethos</p> <p>TW wrote a visit report and posed a number of suggestions which were highlighted in the report. These were a work in progress. A link with a diverse school in Manchester had been established and it was hoped it would develop further. There would be more relevance for SIAMS and Mark would be invited to a future meeting. Ronnie had visited the school and her report had been uploaded on Dropbox. Governors commented that it was a very positive report and the children should feel proud of their behaviour.</p> <p>054/19</p> <p>SEND</p> <p>A Hampshire Governor training session had been completed but it had not been too beneficial. However it had highlighted that parent partnership should be on the website and this had now been added.</p> <p>11 out of 19 responses from the SEND survey with nothing significant being highlighted. There had been a SEND report at the last meeting and there were some questions posed. The comparison tool between DHT and SENDco had been discussed but was not being explored at the time of the meeting. When the SENDCo speaks with the Ofsted inspector she would use the tracker data and show evidence of the interventions.</p> <p>Governors understood that the SENDco was working with the SBM to quantify her spends, this was on the website for last year and it would need to be updated at the end of the academic year. Questions for governors were shared on the course and these had been uploaded to Dropbox.</p> <p>055/19</p> <p>Safeguarding and questions from the previous meeting</p> <p>There had been no questions following the last report. There had been a report on Dropbox following a case review. The Chairs observations were documented in the report and there were robust interventions in place. There were no further questions.</p> <p>Thank you to Roger and Thomas for completing their safeguarding certificates.</p>	<p>Agenda</p> <p>HN</p>
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<p>056/19</p> <p>057/19</p>	<p>Prevent had now been completed by all but Thomas and Helen agreed to chase this. The Chair had visited the school to monitor the SCR and files for new members of staff and wished to thank Michelle, SBM, for her work on the recruitment files.</p> <p>Ronnie confirmed she had read and understood the KCSIE document and she would sign the register at the next meeting.</p> <p>Development and Training</p> <p>Training reports had been uploaded to Dropbox. It was felt as being beneficial for more than one governor to attend training sessions. It was felt that Hampshire training website is not the most user friendly so governors agreed to phone them to book a course.</p> <p>Communication</p> <p>Media - LW met with the new reporter at the advertiser. They had published a story last week and would do so again this week. LW would continue to write pieces from Twitter feeds.</p> <p>Marketing – RK had drafted a marketing programme and new materials had been purchased. The banners had arrived in school today. There would be new prospectus being produced. At the time of the meeting the photos and text had been agreed and the graphic designer would put them together. The written plan would be circulated for the next meeting</p>	<p>RK Agenda</p>
<p>058/19</p> <p>059/19</p> <p>060/19</p> <p>061/19</p>	<p>Chair of Governors Report</p> <p>Strategic Plan – There was nothing further to report. A co-ordination meeting on fundraising would be beneficial for next term.</p> <p>There was a Free fundraising workshop in Crosfield Hall. Liz and Roger to book on.</p> <p>Action Plan (FGB actions only) - this has been updated and had been uploaded to the action plan folder on dropbox. The only outstanding issues were parent surveys. A staff survey would be published in the summer term. Governors were asked to look at the document and email questions to the Chair.</p> <p>Governor visits – this had been updated in Dropbox in the appropriate folder. There had been a meeting with the Headteacher arranged to discuss writing the next plan for the summer term monitoring visits.</p>	<p>Agenda</p> <p>LW & RK</p> <p>All</p>
<p>062/19</p> <p>063/19</p> <p>064/19</p>	<p>Policy Reviews</p> <p>Complaints policy – There was now a policy checklist in place and in Dropbox. The complaints policy had been completed and it was approved and ratified and sign by the Head and Chair.</p> <p>First Aid – This had been reviewed and Jemma was asked to report at the next meeting.</p>	<p>JJ Agenda</p>

065/19	Governors Allowances – The monitoring report was on dropbox and the only amendment made was to reflect flat governance. The report would be uploaded to Dropbox and it would be ratified at the next meeting.	JJ Agenda
066/19	Managing sickness and absence Policy monitoring document – This had been approved as part of the MOPP. This was approved and ratified and would be signed by the Head and Chair.	
067/19	Capability Policy monitoring document - This has been completed and it was approved and ratified and sign by the Head and Chair.	
068/19	Data protection Policy monitoring document – This had been uploaded to dropbox.	
069/19	Data Protection Policy + 2 Privacy notices - This has been completed and it was approved and ratified and sign by the Head and Chair.	Chair
070/19	Equalities Policy – The objectives had been written but the progress towards the objectives was still needed. The disability action plan did need to be updated and the Headteacher reported she thought this had been updated.	Chair
071/19	A policy review form was discussed as it was felt that a column for policy impact on effectiveness. The third column on the current form would include “what evidence”.	
072/19	Policies due for Review at May meeting:	
073/19	Health and Safety Would be reviewed by JJ	
074/19	Freedom of information would be reviewed by LW	
075/19	Accessibility Policy – Would be reviewed by LW	
076/19	<p>Any other notified business</p> <p>Thank you to governors for attending the coffee session with parents at the school discos. They had not been richly attended but the quality of conversations was very high.</p> <p>The Governor Handbook(DfE) had been updated in Dropbox. The fortnightly advice newsletter from Hampshire Governor Services, mentions the updated handbook and the termly newsletter will give more detail.</p> <p>Governors asked staff members whether staff would like a cream tea at the end of term on 23rd July. It was agreed for this to be held and Governors were asked to donate bubbles or cakes if they could.</p>	
077/19	Impact Statement	

	<p>Governors considered they are having an impact on the quality of provision for pupils through:</p> <ul style="list-style-type: none"> • Behaviour monitoring and reporting • Policies – rolling programme for monitoring and updating • Julie Symonds presentation – understanding of Brain Trauma • Effective learning via Governor Curriculum monitoring visits • SEF – understanding of and input into the SEF • Chris Pritchards work in the Abbey – this series of workshops was specifically designed to improve confidence of the boys who attended • Questions via visit reports – regular monitoring visits which pose questions to Headteacher, SLT and middle leaders. <p>Governors gave their best wishes to Connie who would be getting married on 13th April in Bramshaw.</p>	
077/19	<p>Date of next FGB Meetings:</p> <p>6.00 pm – 8.30 pm</p> <p>Tuesday 14 May 2019 Tuesday 11 June 2019 Tuesday 9 July 2019</p>	

Meeting closed at 8.30 pm.