



**Romsey Abbey C of E Primary School**  
**Minutes of the Full Governing Body**  
**Tuesday 3 December 2019**

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

**Present:**

Liz Wagner – Chair (EW)  
 Helen Normington (HN)  
 Revd Thomas Wharton (TW)  
 Jemma Jones (JJ)  
 Julie-Anne Palfrey Headteacher (HT)  
 Robert Pears (RP)  
 Connie Hammond (CH)  
 Tom Halliday (TH)  
 Samantha Chivers (SC)  
 Alan Davies (AD)  
 Sandra Gidley (SG)

**Apologies:**

**Attended:**

Victoria Bleaney (Clerk)  
 Tom Langford (DHT)

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

87/20	<b>Welcome, Prayer and Apologies</b>  Robert Pears attended the meeting via the telephone. TW opened the meeting with a prayer and the meeting commenced.	
88/20	<b>Requests for AOBs (to be notified to clerk 3 working days before the FGB – 6.00 pm 28 November 2019)</b>  None	
89/20	<b>Pecuniary Interests</b>	

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	TW apologised for any spam email which governors may have received.	
90/20	<p><b>IDSR training</b></p> <p>A handout was distributed at the meeting by the DHT.</p> <p>Samantha Chivers entered the meeting at 6.09 pm.</p> <p>IDSR had been upgraded and replaces ASP – Analysing School Progress. The School Business Manager would be able to reissue secure access codes to governors if required. Grey sentences do apply to the school and the SLT(Senior Leadership Team) have ensured these areas are in the SIP(School Improvement Plan). It was important to note that absence was actually a positive response.</p> <p>Page four data was also shown in the SEF(School Self-Evaluation Form), page five shows year group information and governors were asked to note that prior attainment was new to this edition. Governors were reminded that the table showing the year five data was the current year six cohort. It showed that year six were above in writing and other years were in line, SLT agreed with this as per their internal data. Governors enquired as to whether this would vary for each cohort and they were informed it shouldn't do if they enter the school in line with the national average they should leave at least leave the school in line with the national average. <b>Governors went on to ask whether attainment would fluctuate, the DHT explained it could do but it would still need the children to be in line with the national average.</b> Governors were asked to note that the school did have high turbulence.</p> <p>Last years year six reading was significantly below average, SLT explained that if they had put more resources into the cohort reading earlier there might have been an improvement. This year more resources had been put into KS1 to help improve the children. Governors agreed that page six showed what governors already knew and so it was not a surprise. Governors stated it did not differentiate the higher and lower attainers and so they would not be able to see this, DHT explained this was available by going deeper into the on-line IDSR and governors requested to see this in the Spring Term for the working party.</p> <p><b>Governors questioned what was meant by quintile, and they were informed this was the ranking of the school out of 100.</b> KS2 attainment in 2019 had been in the bottom 20% of the country. <b>Governors queried why the school had moved from Q2 last year to bottom, they were informed this had been a turbulent cohort with no stable teacher throughout their time at the school.</b> 45% of the class who had started in Year R had gone on to finish in Year 6. It was reported that this year's cohort had had a much less turbulent time and a much more stable education. 19 children were measured for progress, this was because three were out of the country and many who didn't finish KS1 at the school. Governors noted that the school was in the top 40% for writing and top 60% for Maths at KS2 attainment. KS1 were in the top 40%. SLT explain that ideally Q3 was typically where the school should sit and therefore the school needed to be stable for the children. <b>Governors asked</b></p>	Working party

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	<p>that the 2018 data showed fantastic progress for reading and writing, is this because they were more stable, yes they had much better teaching in their time, teaching and learning was the most important factor in a child's time at school. It was important to note that by the end of the year each child equated to 5% of the figures.</p> <p>It was agreed that the current year six cohort was sitting where they should be which was deemed as being positive. More challenging cohorts were years 4 and 5 and therefore there were more resources being put into them. The SLT explained that the amount of turbulence for some of the children was not going to change and this is something therefore to bear in mind. The Chair agreed that the data was not new information and thanked the DHT for bringing it to the meeting.</p> <p>It was agreed to hold a working party meeting for further IDSR training in January.</p>	Working party
91/20	<p><b>Endorsement of Minutes from last meeting – 7 November 2019 (in Dropbox)</b></p> <p>Jon James had been spelt incorrectly in the minutes.</p> <p>Page 4 remove red K.</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>	
92/20	<p><b>Matters arising from the minutes not covered elsewhere on the agenda</b></p> <p>77/20 The Clerk was still waiting for SG to be accepted on Governorhub where she would then be able to declare her business interests.</p> <p>It was confirmed that Brownies had paid their invoice.</p> <p>EW had chased the parent who had offered to help with media but had not had a response, JJ agreed to remind her.</p> <p>82/20 – Ann Turtle would be joining the governors from January. She would become behaviour link governor and SC would discuss Habits of Minds with her.</p> <p>All other items had been addressed or were due to be discussed at the meeting</p> <p>The Chair attended the staff INSET day on mindset. At the end of the meeting the Chair spoke with staff and praised them on the good behaviour in the class and playgrounds and it was felt it was outstanding.</p> <p>The Chair went on to inform governors that JAP would be leaving the school and becoming Headteacher of Wordsworth Primary School from September 2020. Governors expressed how grateful they were to her for all her hard work</p>	JJ

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	in the school, governors thanked the Head for her ongoing support of the school and congratulated her on her appointment. Governors would need to discuss the next steps at a future meeting and parents would be informed on Friday.	
93/20	<p><b>Headteachers Update</b></p> <p>This had been previously sent.</p> <p>The link at the top of the document would explain research for schools as to what works well in classrooms and impact for resources. It also showed similar schools for comparison. Governors were asked to take a look and come back with questions before the next meeting.</p> <p>NoR remained the same although marketing was still ongoing. Meeting had been held with Martin Shedfield from HCC to discuss how the school was disappointed with how local schools becoming larger was having such a big impact on this school. It was reported that the Abbots Wood and other housing developments were behind schedule and the school would see within two years a positive impact. He agreed to see if there was any Growing Schools money which could have been allocated to this school. He also agreed to update the catchment map to allow for the school to be visible, EW would chase this.</p> <p>Governors challenged why attendance was slightly lower and it was reported that 2 children who were both PP children and one being an SEND children was lowering the overall attendance. It was important to note that the school was still above the national average but the SLT were hoping to increase it further.</p> <p>Staffing – CH and the Head had both started their NPQL's although both were finding it very challenging. One further staff has asked to start the NPQML award. She had submitted an application for a Spring start, <b>Governors questioned whether this was funded by the Diocese and the Headteacher confirmed it was although after this there would be no further applications accepted.</b> Governors queried what CH's project might be on and she explained she was considering moderation with other schools such as Nightingale as the two schools were very similar. Governors discussed this and asked her to share her final project with them on completion.</p> <p><b>Governors questioned whether the Hampshire data had been received and the Head agreed to report on this at the next meeting.</b></p> <p>The Head explained she had been supporting the Head at Oakfield, Totton and she had also been asked to support a Havant Head.</p> <p>There had been a positive drop in behaviour logs although November looked slightly higher it was because October had one week less in it. A discussion had been held about the behaviours which were logged and the Chair reported during her observations during her monitoring visit today that there were no serious incidents. A low and high level log should be introduced and the Chair explained that the low level disruption was dealt with quickly and effectively and</p>	<p>All</p> <p>EW</p> <p>Head</p>

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	<p>it was a delight to be in the school. All children were on task and the report would be written up using the Ofsted criteria. <b>Governors asked why Year 4 have proportionally more logs and the Headteacher explained they had a high level of needs in the cohort</b>, the teacher did also tend to log more than was necessary. The logs for year four were from 6 children, when they were in Year 3 there was also a higher number in that year too. Their learning had been on par with other classes and this was due to the level of support which had been adapted to the class needs. Governors discussed this and it was agreed this matter would need to be looked at as SEND needs were being logged, the Chair had seen classes consistently using the behaviour sanctions. Jon James also commented on the high level of good teachers in the school. JJ and EW had attended a meeting with Jon James which had been very positive and the governors conclusions mirrored his observations. There were some minor action points which mirrored the action points in the SIP.</p> <p>The Educational Psychologist was currently off sick and so the reports had not yet been submitted.</p> <p><b>Governors enquired as to what was meant by “on dual roll” and they were informed it meant the child attended two provisions.</b></p>	
94/20	<b>Lead Governor Reports (inc visits)</b>	
95/20	<p><b>Finance Update</b> – AD, RP and EW had met with the LA Financial Services Officer last week to discuss the budget revision. She had suggested some tweaks, for example, the Teachers Pension line did not have enough in. SEND funding now looked more positive following her suggestions. The school had a £25000 carry forward following this meeting. The Headteacher reported that during her interview process the school budget included the sports grant to help them, the school did not currently do this and therefore this may also help.</p> <p>The Chair explained that they had asked the LA about the top up for Support Staff pensions, the amount was approx. £10,000-£11,000, some schools were allocating less and paying more each month. It was felt that this line was the correct amount.</p> <p>There was £1400 yet to be included in the budget for Trainee Teachers in the school. Governors went on to discuss the surplus of places and the effect it had on the school, at the meeting they were informed there was no additional funding available to help support them during this time. The LA advice was to look at reducing staff and that other schools had looked at mixed classes. Calculations were performed and even with less staff and mixed classes it still did not create a break-even budget. It was explained that even at the bare minimum structure of staffing the model had still been more expensive than some of the other models explored. LA had not been willing to suggest any similar schools in which they could benchmarking themselves against. LA had advised that the school did not need any further action until the school was in a true deficit which was predicted for 2021. The three year recovery plan did not need to start until 2021 or whenever the school went into deficit. Governors felt pleased they had held the meeting and it was agreed that the NoR was due to the expansion of other schools.</p>	

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	<p>The summary had been previously distributed. AD had enquired about skip hire this was down to the Site Manager using his own car, he had gone on to question whether his insurance covered this and it was confirmed that he had business insurance for the car and the waste was taken to the recycling centre.</p> <p>The restructuring fee had been confirmed as £8000 and not £11000. The Capital grant would be used to replace computers and screen repairs, the 10% contribution would be used from the standard budget.</p> <p>Quotes had been sought to replace the gate between the playground and governors were pleased to be informed that the garden had now been fenced off.</p> <p><b>Governors did question why E24 showed an overspend of £1923 and they were told it was because the income was higher and so it should then balance, AD would explore why this was not the case at the current time.</b> E28 also showed an overspend and this was due to timings as to when things are charged to the school.</p> <p>The preschool had agreed to extend their lease until 2021 at a higher price and AD would check whether this had been included in the budget.</p>	AD
96/20	<b>Sports Premium Update</b> – the strategy was now up to date and the school had spent £10,000 for the climbing frame.	AD
97/20	<p><b>Curriculum</b> – The Maths written report would be shared at the next meeting. All other reports had been previously distributed and showed a positive impact across the school. <b>Governors questioned whether the data was based on last years SATS and she confirmed it had been.</b> Although the national statistics were not yet released for the current year it was expected to be below school results.</p> <p>English report – This would be resubmitted following the Heads signature.</p> <p>Deputy Head visit – There had been no data as such and it would be sensible to liaise with TH. <b>Governors asked what was meant when the report says “improvement to the learning cycle”, they were informed this was the teaching and learning cycle and the way in which the learning walks were implemented and their impact.</b></p> <p>Science Report – the staff member was very enthusiastic. She did not feel confident about moderation but this was being addressed in school. <b>Governors queried what external assessments meant and they were told it meant externally moderated to ensure what the teacher was reporting was accurate.</b> This would be changed to “moderate teacher assessments”.</p> <p>Governors were reminded that all data was internal and it was hoped this would be externally moderated. EW would produce the next schedule of visits at the January meeting.</p>	SC
98/20	<b>Premises and Health &amp; Safety</b> – following the question at the last meeting it was reported that the gate did have an automatic sensor to open if someone	EW

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	<p>walked through it and it was regularly tested by the company. Insurance was held by the preschool via the schools insurance. All hirers were informed as to who to contact in an emergency. A walkaround was held in the previous week and the annual first aid kit walk around had also been completed and the school was above the recommendations which was pleasing. The action point from the walkabout was some boxes were missing guidance sheets and so this would need to be completed. The actions from the health and safety walkabout had been actioned and one new action had also been completed as the outside light was not working but temp lights were being used at events. The ornamental garden would be removed but there was no confirmed date yet. There had been a discussion about whether the stones would need to be preserved as the Abbey had paid for the stones. This was discussed and whole stones would be used around the memorial brick. All 2020 walkaround dates had been agreed.</p>	
99/20	<b>Pupil Premium</b> – A report was on Dropbox. This had been verbally reported at the last meeting. All questions had been answered at the last meeting.	
100/20	<b>Pupil Progress</b> – Nothing further to report. The next data would be rag rated and a report would be brought to the next meeting.	
101/20	<b>Ethos</b> – The intergenerational day would be held on 23 <sup>rd</sup> January.	
102/20	<b>SEND</b> - A report was on Dropbox. This had been verbally reported at the last meeting. This item would be moved to PP and Ethos would be moved after Health and safety.	
103/20	<b>Safeguarding</b> – A report would follow. EW attended a serious case review meeting in school. There was nothing further to add now but report would be submitted for January FGB	EW
104/20	<b>Development and Training</b> – SG had completed her induction. It was explained that training dates for 2020 had not yet been released. Governors were informed that if they email the LA they will usually be offered a space on a training if the course was full on-line. There was no update to the FGB training. It was agreed that there was no longer a need for training on behaviour but it may be necessary for recruitment purposes.	
105/20	<b>Communication</b> <b>Media</b> - The school had not been in the local newspaper for only one week during this term. EW would be writing a press release about Gill Stride who got a highly commended award for volunteering.	EW
106/20	<b>Marketing</b> - <b>Governors asked if the school had any information about Year R numbers and at the time of the meeting there were 12 first choice applications.</b>	
	<b>Chair of Governor's Report</b>	
107/20	<b>Strategic Plan</b> – This would be discussed in January and all governors were asked to ensure they had read it.	All

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108/20	<b>Action Plan (FGB actions only)</b> – This would be discussed in January and all governors were asked to ensure they had read it.	All
109/20	Mindset training had been attended. The next training would be held on 4 <sup>th</sup> February from 3.45 pm. Governors welcome to attend.	All
110/20	Chairs network meeting had been attended but a report would not be written. Derek Myers(Andy Hayes replacement) had been met, he had asked schools to add statistics in the school vision and this had not met with approval with some school governors. The network meeting had not been as high quality as previous sessions. It was agreed not to make changes to the vision. Tony Quinn would be leaving Governor Services at the end of the month. The Schools paperwork would be sent to other schools as they were of high quality. JJ would attend the next session as EW already has another meeting in her diary.	JJ
111/20	A governor service update had been received. An NQT policy would be implemented when issued on MOPP. The school funding consultation had been returned. Character Education Framework was covered by Jigsaw and so the school had nothing further to do.	
112/20	There had been a diocese update to say the relationship policy would need to be updated, Jigsaw would update their policy and so the school would adopt the Church of England version when it was released.	
113/20	<p><b>Policy Reviews:</b></p> <p>Child Protection – LW. This had been updated. Governor responsibilities had been put in the policy and this would be discussed in the January meeting.</p> <p>Governors requested all policies to have the vision, mission statement and the aims on.</p> <p>There had been some confusion about the policies, this was discussed and it was agreed to take item 11 off the agenda. The school would continue to ratify policies and these will be highlighted in the Heads report. Link governors were asked to continue to monitor. Only statutory policies would be ratified by governors and the Clerk would share the statutory list for information.</p> <p><u>September</u> –Critical Incidents, Instrument of Government, Managing Violent and Abusive Visitors (now called Parent Code of Conduct), Register of Business Interests, Safeguarding, SEND and Inclusion, Terms of Reference (Full Governing Body), Code of Conduct (MOPP).</p> <p><u>October</u> – Admissions 2021/2022, Pay Policy, Staff Discipline and Grievance (MOPP), Statement of Procedures for dealing with allegations of abuse against staff (MOPP also in Child Protection)</p> <p><u>November</u> – Anti-Bullying (currently under review), Recruitment selection and induction of staff (MOPP), Terms of Reference Pay Committee</p> <p><u>December</u> – Attendance, Code of Conduct Governors</p> <p><u>January</u> – Charging and Lettings, No Debt</p>	Clerk

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	<u>February</u> – <u>March</u> – Behaviour, Collective Worship, Data Protection in line with GDPR including Privacy Notice for Staff and Pupils, Feedback Marking and Assessment, <u>April</u> – Early Years Foundation Stage, Forest Schools Procedure Statement, Lone Working <u>May</u> – Equality Objectives and Information, Health and Safety, Prevent Strategy <u>June</u> – British Standards Statement, Curriculum and Planning, Disaster Recovery Plan, Emergency Response Plan, PSHE including Sex and Drugs Education, Schools Social Media, <u>July</u> – Child Protection, Fire Safety Plan (premises document), Safeguarding Audit	
114/20	<b>Policies due for discussion in January</b>  As above	
115/20	<b>Any Other Notified Business</b>  A Christmas hamper would be created by EW. Contributions were requested if governors would like to. Staff governors were asked to pass on governors thanks.  Staff in school had commented that the expectations regarding behaviour had risen on the first day of Ofsted and had remained high which was positive. Governors agreed and also felt the FGB was now mature in their work and now they would need to be supportive of the school and the Headteacher in her new role. CH summarised the FGB in her NPQSL and the school practice was commended and would be reported nationally in the programme.	EW
116/20	<b>Impact Statement</b> <ul style="list-style-type: none"> <li>• Positive behaviour</li> <li>• Moved knowledge of finance on</li> <li>• Reduced the deficit following the LA meeting</li> <li>• Curriculum triangulated</li> <li>• Constantly holding the school to account</li> </ul>	

The meeting closed at 8.20 pm

Date of next FGB Meetings:

**6.00 pm – 8.30 pm**

**Thursday 9th January 2020**

**Thursday 6th February 2020**

**Tuesday 3rd March 2020**

**Thursday 2nd April 2020**

**Tuesday 12th May 2020**

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**Tuesday 9th June 2020**  
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