



Romsey Abbey C of E Primary School
Full Governing Body Minutes
 held virtually on Tuesday 20th April 2021 at 6pm – 8.30 pm

Present:

Liz Wagner – Chair (EW)
 Tom Langford (HT)
 Alan Davies (AD)
 Sandra Gidley (SG)
 Connie Hammond (CH)
 Mark Harris (MH)
 Jemma Jones (JJ)
 Robert Pears (RP)
 Ann Turtle (AT)

Apologies:

Adam Smith (AS)
 Revd Thomas Wharton (TW)

Attended:

Victoria Bleaney (Clerk)
 Dawn James

Governor questions shown in blue.

280/21	<u>Welcome, Prayer and Apologies</u> The Chair welcomed Dawn James as observer to this meeting and a potential Governor. MH led the meeting in a prayer and the meeting then commenced.	
281/21	<u>Requests for AOBs (to be notified to clerk 3 working days before the FGB – 6.00 pm 15 April 2021)</u> There were none.	
282/21	Declaration of Pecuniary Interests There were none.	
283/21	<u>Endorsement of Minutes from last meeting – March 2021 (in Dropbox)</u> The minutes were agreed as being a true and accurate representation of the	

	meeting and were signed accordingly by the Chair.	
284/21	<p><u>Matters arising from the minutes not covered elsewhere on the agenda</u></p> <p>255/21 A glossary of terms for parents - Video clips would be created to help support parents with Maths and Phonics.</p> <p>255/21 Question and Answer session - This had been discussed with staff and they would carry this forward for completion.</p>	
285/21	<p><u>Clerks Update</u></p> <p>Dates of meetings – These were agreed.</p> <p>The Clerk would meet with RP to discuss GovernorHub access.</p> <p>The meeting link would be included on the Calendar on GovernorHub.</p>	<p>Clerk & RP</p> <p>Clerk</p>
286/21	<p><u>Headteacher Recruitment</u></p> <p>A shortlisting meeting would be held on 5th May 2021 5pm- 7pm. Hampshire Personnel Services would be forwarding all necessary documents for the shortlisting deadline to the panel.</p> <p>The Clerk was asked to send RP the recruitment dates for his diary.</p>	<p>Clerk</p>
287/21	<p><u>Headteachers Verbal Update</u></p> <p>At the time of the meeting there were 193 on roll after 2 new starters. 30 offers had been sent for Year R places for September 2021. There are two late applicants also.</p> <p>The annual review of the Coaching had been previously sent. MH was the coach and had been in post for 4 years, during this time it was reported he had greatly improved the standard of teaching.</p> <p>He had been working with Subject Leaders and Class Teachers for remote learning purposes and had been using a triad approach for Teachers. Videos were used to help the teachers support each other and this was observed during an SLT monitoring walk and it was noted the targets were clear and understandable. Teacher statements on how it had impacted on their teaching had been shared.</p> <p>Staff reported that the triad teaching gave teachers confidence in their roles and how to embed the curriculum. Staff explained MH was supportive and always made the time to check up on staff and make sure they were moving forwards and happy. MH explained that the current year had offered many interruptions to the plans but it had also given an opportunity to test plans and explore ways to move forwards.</p>	

	<p>SG joined the meeting at 6.20 pm.</p> <p>Governors felt very positive about the plans being produced and their thanks were offered to MH and the staff.</p> <p>A Governor asked about the new EYFS framework and this would be discussed at the meeting in June. The EYFS teacher would be attending a course in the following week.</p> <p>A Governor enquired as to how the attendance looked and the Headteacher explained it looked positive but the way in which data had been collected was unusual and so the data did look skewed. He was asked if the school would need to report on the data and it was confirmed they would not need to. The Headteacher was asked if the children had returned back to school well and they were informed there had been some minor wobbles but there had been good behaviour and the school had felt very happy. The Chair reported that the grounds looked very neat when she visited.</p>	Agenda
288/21	<p><u>Lead Governor Reports (inc visits)</u></p> <p><u>Finance Update</u></p> <p>The actual outturn was £107,000 which was a significant difference to the forecast. £10,000 of expenditure had not been included and so would be used in the next financial year. Extra grants had been received, £10,000 for Covid Support to be used for covid expenses. £10,000 additional supplement for FSM. £3000 for after school clubs and some extra money for music classes.</p> <p>AD was asked by a Governor what was meant by the bracketed 2 in line 110 Income from visits. This was not known but the line was not concerning.</p> <p>EHCP money delay was shown in the budget, £17379 was due.</p> <p>There was an in-year surplus of £32489. All governors gave their thanks to AD and the SBM for their work.</p> <p>RP left the meeting at 6.36 pm</p> <p>A first draft of the budget for 2021/2022 had been shared. This was due to be revised and would be brought back to the next meeting for approval. The school looked financially stable and this was mainly driven by pupil numbers. More PP children were on roll and they attracted more funding too.</p> <p>An in year deficit was expected next year. Line 184 was expected to be greater and so this would have an impact in the following year (2022/2023).</p> <p>A governor commented they had not seen such a healthy budget before and it was very pleasing to see.</p> <p>The SFVS had been submitted.</p>	Agenda

	Financial training had been discussed at the last meeting and AD would propose some training dates via email.	AD
	Phonics had been discussed at the last meeting and staff agreed more books were required, the Reading lead was looking at this.	TL
289/21	<p><u>Sports Premium Update</u></p> <p>There was nothing to report.</p> <p>A governor commented the new goals at school were impressive and photos had been shared on Facebook and Twitter.</p>	
290/21	<p><u>Curriculum</u></p> <p>The report had been shared for the 26th Feb visit. It had been a very positive visit, the children were very enthusiastic and were very excited to share their news with their teacher and peers.</p>	
291/21	<p><u>Premises and Health & Safety</u></p> <p>A report had been written and would be shared on Dropbox. It was reported that the PTA sheds had been replaced and a bench had been removed. It was hoped to look at staff rooms at the next visit.</p> <p>There had been a lot of litter and it was felt the Children could be encouraged to pick up their litter. This was discussed and SLT explained that in the past the school did have litter pickers but because of covid restrictions this was not possible. Following the report the Head asked class teachers to talk to their classes and be mindful. An Eco Warriors team had been created and this would be worked on.</p> <p>A Governor enquired as to whether the LA H&S inspection had taken place. They were informed this had been moved to 17th June 2.00 pm</p>	SG
292/21	<p><u>Ethos</u></p> <ul style="list-style-type: none"> •SIAMS report <p>A report had been shared by TW. Governors were asked to note the success of Collective Worship and the development of Pupil Leadership. A good news tour of the world had been a very positive introduction. It should be noted the Habits of Mind and Collective Worship were working in tandem.</p> <p>MH was asked if there was evidence of impact from Richard Whartons training. They were informed the impact had been the increase in in-class collective worship sessions. SLT hoped that staff felt more confident in giving a tailored Collective Worship session and they would gain staff evidence at the</p>	

	<p>end of the year. A Governor questioned whether the vision was for the teachers to lead a whole school worship. They were informed they had previously done this but it was hoped to see a variety of staff leading this. Staff suggested that they may benefit from a refresher training in September.</p> <p>MH was creating a working SIAMS document. It was expected for the SIAMS inspection to be delayed. MH would present the 7 areas in the June meeting.</p>	MH
293/21	<p><u>Pupil Premium</u></p> <p>A report was shared on Dropbox from January. JJ had met with JS today and a report would be written. Data was discussed but this was not comparable due to the lockdown periods. It was not as worrying as thought, 4 stages of progress were expected and most were making 2 or 3. Staff were aware of the areas that needed work and a plan had been put in place. There was a large cohort of PP children and the number had increased since January.</p>	Agenda
294/21	<p><u>SEND</u></p> <p>There had been an increased number of SEND children. It had been predicted that there would be no SEND children who would gain a GLD.</p> <p>MH and JJ had met to discuss Cultural capital</p> <p>RP rejoined the meeting at 7.07 pm</p> <p>Impact and evidence had been highlighted in the reports on Dropbox.</p> <p>A Governor questioned where the PP numbers had increased whether there been any impact on the strategy, SLT explained this was being explored. Less visits and trips had impacted and experiences were being explored as this also aided writing etc. It was not thought the strategy would be re-written at this time. SLT had been discussing ways they could release staff and children to further support their learning. "Talking through Reading" was being explored and staff training was being sought. A Governor commented the "Launchpad" idea to make PP children the "experts" in a topic would help with childrens confidence and so this would be a very positive thing. Staff commented as teaching staff they would be very pleased to be able to take small groups of children. A Governor commented the idea sounded very exciting and they looked forward to seeing the impact. Thank you to JJ for her lengthy reports.</p> <p>EHCP – Hayley Coughlin had been met with about the issues the delayed in EHCP funding, in some cases the funding had never been received as the child had then left to attend secondary school. 1 pupil had an approved draft EHCP in April 2020 with no funding at the time of the meeting. 1 EHCP was pending with no recent views. A draft letter had been shared with the Chair and the updated financial figure would be included in the letter.</p>	

295/21	<p>A banding system was about to be introduced and concerns were raised about the impact of this. The letter would be sent to the local councillor and the local MP.</p> <p><u>Pupil Progress</u></p> <p>A report for Dropbox would be shared.</p> <p>The data was difficult to read and shows a slight decrease in progress. Attainment had dropped slightly and progress was good in Maths. SLT had met with each teacher and each child was individually discussed. Teachers were asked how they planned on adapting the curriculum to address any gap.</p> <p>Maths was difficult to monitor as there were some areas that the children would not have covered from last year. However due to the nature of the curriculum by the end of the year it should look a little more normal. It had been agreed to continue with the block curriculum. Teachers would be introducing short Maths sessions in the afternoon and they would be using a revision based structure.</p> <p>In the meeting Governors discuss the benefits of spiral learning and a Governor asked if there was a risk to this method. It was explained that the staff teach more in a block method and drip feed learning. It was important to continue with the pace of learning or the children would not move forwards. This was discussed in length and Governors felt very positive about it.</p> <p>The next data drop would be 25th May and 13th July.</p>	AD
296/21	<p><u>Safeguarding</u></p> <p>Governor certificates were still outstanding. The Clerk would be emailing Governors with links for completion. TW's Diocesan certificates would be requested.</p> <p>A report on the school council visit had been shared on Dropbox and triangulated with TW report and JJ's. The students were very articulate and the Chair asked if any were PP children and this would be explored in the next visit.</p> <p>When talking with the children they also discussed the Habits of Mind which was very encouraging.</p>	Clerk
297/21	<p><u>Development and Training</u></p> <p>The PM audit was due for completion and would be completed for the next meeting.</p> <p>A Development and Training link Governor was required.</p>	EW

298/21	<p>Current Hampshire courses were online and would automatically update the GovernorHub list. The Chair would email the Clerk the latest Diocesan training email.</p> <p>The Clerk would remind Governors about the WGB training due in Spring.</p> <p><u>Communication</u></p> <p>The local news paper had not reinstated the weekly schools page but the Chair would email asking if they could feature. Governors did feel it was important for good stories to be sent.</p>	<p>EW</p> <p>Clerk</p> <p>EW</p>
299/21	<p><u>Governor Action Plan</u></p> <p>Governors had been asked to review the action plan prior to the meeting.</p> <p>Succession planning was ongoing for Governance.</p>	
300/21	<p><u>Strategic Plan Working Party</u></p> <p>It had been previously agreed to look at this when the new Headteacher was in place but it was important for this to be a whole school approach.</p> <p>A Governor explained that in other places they had an outside agent support and for the training to be based around this. This was discussed and the last time the document had been written a Governor who had experience in writing strategic plans had led the working party.</p> <p>At the May FGB meeting, a meeting would be agreed for June or July and staff should be involved in the plan. The Head agreed to hold a staff meeting for this to be discussed and it would be explored by the Head and Chair.</p>	<p>Agenda</p>
301/21	<p><u>Governor Monitoring Schedule - progress</u></p> <p>There were 2 monitoring schedules on Dropbox for Spring and Summer.</p> <p>The Chair gave her thanks to Staff and Governors for being able to complete the schedule.</p> <p>Governors all agreed they were comfortable with their responsibilities as set out in the document.</p> <p>Governors were asked to review to ensure the document reviewed areas as outlined in previous monitoring visits.</p> <p>RP would meet with the SBM by the end of the term to review staff well-being.</p> <p>TW would be asked to report on SIAMS as per the document.</p>	<p>All</p> <p>RP</p> <p>TW</p>

<p>302/21</p> <p>303/21</p> <p>304/21</p> <p>305/21</p>	<p><u>Chair of Governor's Updates</u></p> <p>Lead Governor review – This had been updated and put in Dropbox. Governors approved the document. Governors were asked prior to their visits that they referred to the document.</p> <p>Questions from The Key – These were shared on the screen at the meeting and would be emailed to Governors for discussion at the next meeting. It was felt it would be good practice for Governors to individually complete the document. Governors discussed the document and it was agreed a FGB discussion would also be sensible. Governors were asked to complete and return by 30th April and this would be discussed at the next meeting. (30 minutes)</p> <p>Interim Heads PM had been completed on 26th March.</p> <p>Governor survey to staff had been sent out today. It was hoped for the results to be in by the next meeting.</p>	<p>All Agenda</p>
<p>306/21</p>	<p><u>Policy Reviews.</u></p> <p>There were none.</p>	
<p>307/21</p>	<p><u>Any Other Notified Business</u></p> <p>There was none.</p>	
<p>308/21</p>	<p><u>Impact Statement</u></p> <ul style="list-style-type: none"> • A new potential foundation Governor • A full Year R shows the marketing impact from the Head • 107k outturn – Governors do need to strategically think about how this will be spent • Pupil progress and the Launch Pad plans • Summer term monitoring plans discussed • Successful monitoring over the lockdown for staff and Governors • Coaching report • Staff stability had improved over the year, despite the challenges of the pandemic our holding staff to account and staff have been very positive. • Continuation of collective worship <p>At the next meeting, the Heads recruitment panel would be reporting on the update.</p> <p>The Chair proposed to meet face to face on 18th May and she agreed to double check it was legal to do so.</p>	<p>Agenda</p> <p>EW</p>

The meeting closed at 8.20 pm

Date of next FGB Meetings:

6.00 pm – 8.30 pm

Tuesday 18th May 2021

Thursday 24th June 2021

Thursday 15th July 2021

2021/2022

Thursday 23rd September 2021

Thursday 21st October 2021

Tuesday 23rd November 2021

Thursday 16th December 2021

Thursday 20th January 2022

Thursday 17th February 2022

Thursday 24th March 2022

Thursday 28th April 2022

Tuesday 24th May 2022

Thursday 23rd June 2022

Tuesday 19th July 2022 (If required)