



**Romsey Abbey C of E Primary School**  
**Minutes of the Full Governing Body**  
**held virtually on Thursday 25<sup>th</sup> February 2021**  
**6pm – 8.30 pm**

**Present:**

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

**Apologies:**

**Attended:**

Victoria Bleaney (Clerk)

**Governor questions shown in blue.**

226/21	<b><u>Welcome, Prayer and Apologies</u></b>	
	TW opened the meeting with a prayer and the meeting commenced.	
227/21	<b><u>Requests for AOBs (to be notified to clerk 3 working days before the FGB – 6.00 pm 22 February 2021)</u></b>	
	There were none.	
228/21	<b><u>Declaration of Pecuniary Interests</u></b>	
	There were none.	
229/21	<b><u>Endorsement of Minutes from last meeting – 18 January 2021 (in Dropbox)</u></b>	
	209/21 there was some confusion in the minutes as the agenda items had not	

	<p>been taken in order. The minutes should read “these were covered in”</p> <p>213/21 – Governors asked if the training had been recorded and it was confirmed it had not been due to the LA training protocols. The minutes should read “The Chair would ask”.</p> <p>With the above amendments the minutes were agreed as being a true and accurate representation of the meeting and were signed by the Chair of Governors.</p>	
230/21	<p><b><u>Matters arising from the minutes not covered elsewhere on the agenda</u></b></p> <p>There was an online Governor Forum planned for the same date as the next FGB meeting. There were however two other meetings for the South East on 16/3/21 and the 10/3/21 for the North East. Permission to attend one of these meetings had been granted and so JJ and EW would liaise and agree which to attend. It was explained that EHCPS were having an impact on the budget and so representation to discuss this at the Forum was necessary.</p> <p>202/21 - Habits of mind – A virtual meeting with the School Council would be held on 25/3/21.</p> <p>RP joined the meeting at 6.13 pm</p> <p>The CPD Phonics Training report had been shared on Dropbox and there were no further questions</p> <p>A discussion about the part time working was held and it was agreed to add to the minutes to say the Heads declaration of interest had been noted by the panel. It was agreed this item should be confidential and should be removed from the minutes as such. Post meeting note – as feedback to the FGB was required the amended item minutes read “Governors had received a request for part time working due to family commitments after having a baby. The panel had spoken with the member of staff, Head and DHT as well as the SBM. The Heads declaration of interest had been noted by the panel. The request for part time was agreed and it was felt it was a positive process with well thought out cases from all parties. If Governors ever had another request the working party would form again following the same process.”</p> <p>The Chair thanked staff for the photos and articles which were used in the media each week.</p> <p>220/21 – The Headteacher Recruitment training on the 4<sup>th</sup> February 2021 had been changed to the 2<sup>nd</sup> March 2021.</p>	JJ and EW
231/21	<p><b><u>Headteachers Verbal Update</u></b></p> <ul style="list-style-type: none"> <li>• Covid Update and Impact</li> <li>• Other updates</li> </ul>	

It was reported that on the day of the meeting there had been 57 children in school which was 30% of the school. Numbers would be increasing as the school would be offering reintegration support for some children as school would be reopening for all on 8<sup>th</sup> March 2021. There had been 99% attendance for online lessons with only 2 children not engaging online, they were however completing work packs sent home.

There was 191 children on roll with 2 applications and 2 offers of a placement waiting on a response. There were 29 first choice placements for September 2021 (although 2 were pending).

Staff were also continuing to support the children and parents in the school community whilst at home and there were regular phone calls varying from daily to weekly. Staff have had to change and adapt the provision to what works best for the pupils. A project day had been introduced which meant the removal of core subjects for the day and lessons on Chinese New Year, a science day, an eco-day and a pyjama day was held too which was fun. The school had some really positive feedback from the project days. A talent show had been planned for the INSET day in the following week. A day had also been held on Childrens Mental Health. The Chair reported she had been in school making phone calls to parents and all the phone calls were very positive towards the school. Parents were happy with the engagement from school. A report following the phone calls would be put in Dropbox for the next FGB meeting.

The Head explained he expected some children to have benefitted from the quality time spent with parents. Congratulations was offered to the staff from Governors. **Governors enquired as to whether it was known if all families had WIFI, it was confirmed they did.** Governor shared concerns about the gap widening between those who would have benefitted and those who had not. **They questioned whether the Headteacher had any concerns about this gap and he explained that if staff had concerns about learning from home the child was invited into school,** the gap may have widened in some cases but staff approach this every day under normal circumstances and they would ensure the gap closed. Governors discussed the summer school plans and it was felt this would not benefit children or staff as all needed a break. The term learning recovery was suggested to be used.

Testing for staff twice weekly using the lateral flow tests had commenced. On the last day of term there had been one positive test reported of a pupil who had been in school, 15 Year one children and 6 staff had to self-isolate over half term.

Staff were looking forward to seeing all children return on 8<sup>th</sup> March and parents had been informed attendance was mandatory. Staggered starts would continue as this had worked well previously. Last term Friday had been used as a half day for the children so staff could clean and have extra PPA time, from 8<sup>th</sup> March this will no longer be in place. **Governors enquired as to when staff would clean and they were informed staff clean throughout the day like every other day and the Cleaner will be in school to support during the evening.**

EW

	<p>During half term food vouchers were issued and these were paid for by the Government. <b>Governors questioned whether they were for all pupils and the Headteacher reported it was only for FSM children, at the time of the meeting it was not known whether they had been used but previous tokens had been.</b></p> <p><b>Governors asked how hard it was to prepare for the 8<sup>th</sup> March with so many pupils in already. They were informed the school was very lucky in that all staff would be returning on 8<sup>th</sup> March which makes it easier.</b></p> <p>The school had benefitted from a redecoration, new sheds and multi sports goals and nets had been ordered and interactive panels had been purchased for classrooms.</p> <p>MH reported that the RSE consultation period for the policy had been completed and some positive parent feedback had been received. The next stage would be to send this to Rob Sanders at the Diocese for comment. The Chair explained the Diocese had changed their timelines and they had asked they see the policy before the consultation. <b>MH was asked if they needed any more feedback and as issues were not expected this would not be necessary. Parent governors were encouraged to comment if they had time.</b></p> <p>Governors thanked the SLT for all their hard work, thank you to MH, DHT, for his work on the RSE policy.</p>	
232/21	<p><b><u>Lead Governor Reports (inc visits)</u></b></p> <p><b>Finance Update</b> – The school was 10 months through the financial year. There was £7000 in training budget but the costs were £5500 and so <b>AD had asked if there had been any training not taken place, the SBM explained all training had taken place but as it had been online it had been at a reduced rate.</b></p> <p>AD reported on his questions to the SBM and her replies were as follows;  <b>Equipment (4407) – I think this is Sports Grant Expenditure - £23,000 was budgeted but the outturn is only expected to be £17,000, why is it so much less? The Sports Grant spend is for sheds and equipment. The sports competitions have not taken place and we are thinking it is unlikely that swimming will take place. We are gathering quotes at the moment for some additional equipment for the playground and I am hoping that we will be able to spend more before the end of the financial year. Anything not spent will be carried forward and spent very soon into the new financial year.</b></p> <p><b>High Needs Top Up Funding (7691) – we budgeted £27,437 but the outturn is only £21,588 why is this? – The High Needs Top Up is not as much as planned as the EHCPs for the children are still awaiting approval. Spring term will be paid after half term. We have also been paid for a child that does not attend Romsey Abbey School any more</b></p>	

**and County are sorting this at the moment. I have asked that this be claimed back before the new financial year.**

Governors were informed the reason for the surplus was because amongst other things, the agency and support cover had not been required and lots of other smaller variances of expenditure which equated to £11,000.

EFS from the LA had been to visit the school to support the budget process and they had highlighted a £30,000 difference. The High Needs Top up funding was worse than predicted by £8000. EHCP support had lessened and this may not be backpaid as previously thought.

The school would have a carry forward £56,000 although a little bit of variance may be expected before the end of the financial year. The Chair had spoken with the SBM who reminded her they had taken into account the reduction to 6 classes which then did not happen. There was still a surplus and the long term aim would be to decrease the in-year deficit. Pupil numbers were key in budgeting and the extra numbers on roll would help greatly.

Romsey Heads Partnership had been held in the week and other local schools were struggling financially. Additional high needs top up was expected but it was an unknown amount.

The last repayment was about to be paid for the loan and this would mean £10,000 more in the budget moving forwards. **Governors asked if there were any planned PTA events which could help raise some funds for the school. The Headteacher explained there was too much unknown for a definite date although a provisional date for a fayre had been pencilled in.**

**Governors then asked if the price of breakfast and after school clubs could be raised, parents would need the clubs once they return back to work. SLT agreed to discuss this at their next meeting.**

HT

Whilst it was not as good as they had thought it was definitely not as bad as it could be. The Head was asked to pass on Governors thanks to the SBM.

HT

A 3 year agreement had been in place between the school and the Preschool, they were paying £5 per hour rent and it had been agreed to increase this to £7.50 for one year and then increase again to £10 per hour. The increase to £7.50 per hour would generate £11000 income for the year. The preschool which was under new management had proposed the rent to increase to £8.20 per hour and not £10. It was reported that the numbers in preschool were healthy and it was thought this would get better out of the pandemic. The school was also re-surfacing the preschool outside area. The preschool had agreed to contribute £3300 for this. Governors discussed this and it was agreed for the rent to remain £10 per hour but asked the school to be flexible on the contribution for the outside area. **Governors asked if there was a risk they would move elsewhere and this was discussed and agreed this was not a concern.** The facility the school

	<p>offered was far superior than other places. If there was a risk of losing them, the SBM would be asked to negotiate. <b>Governors enquired as to whether the preschool knew the schools budget position and it was confirmed they did not.</b></p> <p>The Annual SFVS had been drafted and would be brought to the next meeting for agreement. An extension to the submission date had been given to 28<sup>th</sup> May.</p>	AD Agenda
233/21	<b>Sports Premium Update</b> – There was nothing further to discuss.	
234/21	<p><b>Curriculum</b> – A virtual visit had been held on pyjama day. It was anticipated this may not be the best time to see focused and engaged children but this was not the case at all and all were taking part. Children were asked to submit their work and if they didn't they would be encouraged to do so in the weekly phone call. The children were interacting well with each other and supporting each other. AT asked if it would be possible to see a younger class and she would arrange this for next week with CH.</p> <p>Following the phonics training, the reading lead in school had asked to visit a Governor meeting to present the next steps. She would be invited to the next meeting on 23<sup>rd</sup> March.</p>	AT/CH  Agenda / MH
235/21	<b>Premises and Health &amp; Safety</b> - There were no further questions following the report. The planned visit had been postponed until the children were in school and a report would be available at the next meeting. It was confirmed the lone worker issue would be discussed during the visit.	SG
236/21	<p><b>Ethos</b> - SIAMS update. A SIAMS letter had been shared in Dropbox which stated the inspections had been postponed due to Covid and they would let the school know when the new inspection was due. It was agreed for SIAMS training to be delayed until the end of the summer term. The termly report had been planned in the monitoring plan was expected and this would be discussed between TW and MH.</p> <p>TW had held an interview with MH on how the school was supporting the pupils and the community and this would be part of the streamed service from the Abbey on Sunday as part of Mental Health Day. Richard Wharton, from the Diocese, led the staff meeting and reflected on ethos behind reflective worship, this was timely with the whole school return. Staff reported they felt more empowered and skilled to lead collective worship in the class.</p>	MH  TW/MH
237/21	<b>Pupil Premium</b> - Nothing to report.	

238/21	<p><b>SEND</b> - Nothing further to discuss and a meeting would be planned once the children were back in school. The next assessment date had been planned for 31<sup>st</sup> March but this would be pushed back to allow everyone to settle back into school. There was revised guidance and the Chair would send JJ a copy.</p>	<p>JJ</p> <p>EW/JJ</p>
239/21	<p><b>Pupil Progress</b> - Nothing to report.</p>	
240/21	<p><b>Safeguarding</b> - A report on the survey to parents had been shared in Dropbox, there were no further questions. It was felt this had been beneficial and supported what had been reported in Governors meetings. 2 supportive emails had been received following the news about the Heads recruitment. The Chair explained she felt privileged in being able to report the positivity and be part of the FGB.</p> <p>AT and EW had completed the PREVENT training. All governors were asked to complete this and certificates were asked to be forwarded to the SBM. <b>The Chair was asked who the Deputy Safeguarding Governor was and at the time of the meeting there was not one.</b> Safeguarding training did not include PREVENT and PREVENT training included radicalization.</p>	<p>All</p>
241/21	<p><b>Development and Training</b> - Governor services training would remain online for the time being and some courses would remain online permanently. The audit of the PM process was still required and an hours meeting with the Head was required. EW would support the organisation of the meeting between TL and RP.</p> <p>Foundation Governors were emailed about training and they were reminded it was compulsory to attend some Diocesan training.</p> <p>The well-being WGB training had been held and had been a positive session, training notes had been shared on Dropbox. CH would report at the summer term on whether children enjoyed PE. Exit interviews with Year 6 children were discussed and SLT agreed to take this forwards. MH was asked to look at cultural capital under the Ethos banner. These areas would be added to the summer term monitoring programme.</p> <p>The Clerk was asked to book AS on the new Governor training. The Clerk asked to collate records of the training Governors complete.</p> <p>The strategy plan had been shared and Governors were encouraged to read this.</p> <p><b>Governors enquired as to whether they would need to establish who asks what in the Heads Recruitment Training and the Chair explained the training was open to all non-staff governors.</b> TW, EW, JJ, AT and RP (all form the panel. SG, AD, AS would also join the training. EW and JJ to meet to discuss the questions.</p>	<p>EW/ HT/RP</p> <p>CH</p> <p>MH</p> <p>Clerk Clerk</p> <p>EW/JJ</p>



242/21	<b>Communication - Media</b> - A piece on Eco Day had been submitted. Thank you to staff for continuing to share stories.	
243/21	<b>Chair of Governor's Report</b>  Strategic Plan – this was due for renewal in 2021. The Chair proposal this would be renewed when a permanent Head was appointed and this was agreed. <b>Governors questioned whether there was any work needed prior to this and they were informed that a staff consultation would be required and a working party would be required.</b> This would be formed in the first half of the summer term. Governors were asked to read the plan.	Agenda  All
244/21	<b>Action Plan (FGB actions only)</b> – nothing further to discuss and governors were encouraged to read the plan.	
245/21	<b>Spring Term visits schedule</b> – TW, JJ, AS had actions for completion. The Clerk was asked to send the plan to all Governors via email.  Performance Management Audit – As above.	TW/JJ/AS  Clerk
246/21	<b>Headteacher recruitment</b> – The Clerk explained there were some formal processes that required Governor approval and these were as follows; <ul style="list-style-type: none"> <li>• Governors formal agreement to recruit a permanent HT– This was unanimously agreed by all</li> <li>• Agree the panel and delegation – agree EW, JJ, AT, TW, RP would form the panel. This was unanimously agreed by all. It was unanimously agreed to give the panel full delegation to interview and appoint a Headteacher. On 18<sup>th</sup> May which was the last day of interviews the FGB would formally agree in the FGB meeting the appointment. It was understood the decision was non-negotiable. The current Head would continue in his role until the end of the year.</li> <li>• Key priorities for the candidate – these had been agreed via email and were as follows. <ul style="list-style-type: none"> <li>➢ Build upon and improve the current strong working relationship with parents</li> <li>➢ Maintain the strong Christian ethos within the school</li> <li>➢ Maintain the current high level of staff training and well-being</li> <li>➢ Maintain financial stability</li> </ul> </li> </ul> <p>A potential candidate was due for a visit tomorrow. Governors thanked EW for working on the pack and AT for her support in the pack.</p>	



247/21	<b>Lead Governor review</b> – to be discussed at a later date.	
248/21	EW had been asked to sit on the Service Review Group who had met this week. If there are any comments on Governor Services please feedback to EW. It was recommended that papers were not uploaded to GovernorHub and Dropbox would be continued to be used.	
249/21	<p><b><u>Policy Reviews</u></b></p> <p>Prevent (SLT) – This had been reviewed and ratified by SLT.</p> <p>Complaints (Gov) – This had been taken from MOPP. Governors agreed and ratified the policy.</p> <p>Working at Heights Policy (SLT) - This had been reviewed by SLT.</p> <p>Admissions 22/23 – This had changed slightly as Hampshire Admissions highlighted the school gave priority to Romsey Secondary school. This had been removed for 2022/2023 admissions. Governors agreed and ratified the policy.</p>	
250/21	<p><b><u>Any Other Notified Business</u></b></p> <p>There was none.</p>	
251/21	<p><b><u>Impact Statement</u></b></p> <ul style="list-style-type: none"> <li>• Numbers on roll and the number of first choices was exceptional considering the local struggles</li> <li>• Pastoral care offered as well as the academic care</li> <li>• Plans for re-opening</li> <li>• Negotiations with the preschool</li> <li>• Positive feedback from parents</li> <li>• Formal agreement to recruit a new Headteacher</li> <li>• Positive response to home-schooling</li> </ul> <p>Governors stressed how happy they were with the current SLT as their leadership was exemplary especially under the pandemic situation. The Head thanked Governors for their ongoing support.</p>	

The meeting closed at 8.21 pm

Date of next FGB Meetings:

**6.00 pm – 8.30 pm**

**Tuesday 23<sup>rd</sup> March 2021**

**Tuesday 20th April 2021**

Signed:..... Date:.....

Tuesday 18th May 2021  
Thursday 24<sup>th</sup> June 2021  
Thursday 15<sup>th</sup> July 2021