



## Oak View Primary & Nursery School

**Oak View Primary & Nursery School  
Full Governing Body Meeting  
Tuesday 14<sup>th</sup> December 2021 at 5.00pm  
Minutes**

**Present:** Anthony Kent (Chair), Neil Richardson (Head teacher), Louise Young- SENCo (LY), Natalie Lawson (NL), Rev Rodger Chapman (RC) and Shellian Santana- (SA).

**In Attendance:** **Cliff Wing** (HfL Clerk) - Herts for Learning, Sheila O'Shaughnessy- School Business Manager (SO'S), and Emma Hall (deputy head teacher).

ITEM		ACTION
1	<p><b>Welcome</b></p> <ul style="list-style-type: none"> <li>• The chair welcomed everyone to the meeting.</li> </ul>	
2	<p><b>Apologies and approval of absence</b></p> <ul style="list-style-type: none"> <li>• No apologies were received from Clair Wiltshire-Hunt. Absence not approved.</li> </ul>	
3	<p><b>To declare any conflict of interest that may arise during the meeting</b></p> <p><i>Governors are reminded they must declare a particular interest, financial or other, in any item on the agenda and withdraw from the meeting for that item</i></p> <ul style="list-style-type: none"> <li>• None declared.</li> </ul>	
4	<p><b>Any other business</b></p> <ul style="list-style-type: none"> <li>• School Improvement Plan (SIP) review and set date for strategy afternoon.</li> </ul>	
5	<p><b>To approve the minutes of the previous meeting dated 16.11.2021</b></p> <ul style="list-style-type: none"> <li>• The minutes were agreed as a true record of the meeting and will be signed by the chair of governors at the next available opportunity.</li> </ul>	
6	<p><b>Matters arising from previous minutes</b></p> <ul style="list-style-type: none"> <li>• To be reviewed during the course of this meeting.</li> </ul>	
7	<p><b>To review Governor Induction</b></p> <ul style="list-style-type: none"> <li>• Governors were encouraged to complete the Induction for governors training and exclusion training online via Governorhub. Some reported that training was not available until February/March 2022.</li> </ul> <p>Q: Do governors have to pay for training? A: No, the school's subscription to Governorhub includes all training for governors.</p> <ul style="list-style-type: none"> <li>• There are two vacancies on the Governing Body – RC is speaking to an interested person. The governors will address this issue in January 2022.</li> </ul>	

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8	<p><b>Terms of Reference</b></p> <p>AK has shared the document with governors, and proposes two amendments: _</p> <ul style="list-style-type: none"> <li>• That minutes of Full Governing Body (FGB) meetings should be published on the school website in the interests of transparency.</li> <li>• That the Chair and Vice chair terms of office be amended from the current 3 years to 4 years.</li> </ul>	SO'S
9	<p><b>Feedback on pay and HTPM Panels</b></p> <p>HT has met the targets set last year and has set his objectives for the current year. Targets for teaching staff will set by HT and are ready to be put in place early next term.</p>	
10	<p><b>Pupil Premium Strategy Statement</b></p> <p>The statement was presented by Emma Hall (deputy head teacher). The aim of the strategy is to produce a 3 year long-term plan, The Department of Education (Dfe) have set a deadline of 31.12.2021 for schools to publish PP strategy on its website. Currently 31% of pupils are eligible for PP. This percentage frequently changes due to high pupil mobility rate and necessitates a yearly review of the PP strategy. The school continues to actively encourage eligible parents to apply for PP status in order to maximise funding, and is aware that not all do, so</p> <p>Q: If parents of an eligible child do not apply for PP are they counted in the total numbers? A. No, and no funding is received for that child.</p> <p>In previous years Dfe required PP strategy to be data driven. From this year it requires the strategy to be more research driven. EH has carried out extensive research using many sources. The strategy used must be backed up by evidence, and to this end Pupil Voice interviews were conducted in October 2021. The results were distributed to governors at the meeting. The results were also shared with all staff and similarly Staff Voice interviews carried out to discover staff thinking and ideas. The Dfe require a Statement of Intent which has been seen by governors, and the content of which is included in the SIP. The statement includes details of the findings of the research tailored particularly to the school's pupils and staff with regard to parental engagement, punctuality and emotional health and wellbeing</p> <p>50% of PP is spent on the professional development of (mostly) support staff, in line with Dfe guidance, 20% on interventions (for example PP helped a great improvement in year 2 phonics last year) and 30% on wider strategies such as attendance, behaviour and well-being.</p> <p>The Pupil Premium strategy statement was approved by the governors.</p> <p>Q: What are the reasons for attendance issues? A: Attendance is currently at 91% (national average 89%). Reasons for non-attendance are COVID related issue, sibling illness and the large number of families originating from outside the UK visiting their home countries. Persistent absence make progress difficult and the remote work given out by the school is not always completed.</p> <p>Q: Would a breakfast club help attendance figures? A: This is under consideration, as is extra tutoring.</p>	

	<p>Governors felt that a link governor for Pupil Premium would be desirable. SA was proposed and unanimously appointed as link governor for PP. SA will undertake appropriate training for this role.</p> <p>EH left the meeting at the conclusion of this item</p>	
11	<p><b>Safeguarding</b></p> <p>Safeguarding practices and procedures have been reviewed by the governors. Part 1 of Keeping Children Safe in Education (KCSIE) needs to be read and understood by governors, and the appropriate declarations made on Governorhub</p> <p>Day to day safeguarding practice is considered to be good and statutory obligations are being met.</p> <p>Q: If a safeguarding incident occurred, would staff know what to do? A: Yes. The school uses Child protection online management system (CPOMS), the operation of which all staff are familiar. Staff know that safeguarding issue must be raised with the appropriate safeguarding lead. They are aware that contact must be made with the Police if circumstances require.</p> <p>Recent events in the news have increased awareness of safeguarding and this has had a knock-on effect in schools. The school safeguarding systems have improved and will continue to do so. It is considered important for governors to undertake safeguarding training, and this is available from Herts for Learning (HfL).</p> <p>Next term the Safeguarding practices and procedures document will be reviewed to include evidence of action taken and changes of circumstance. NL will provide an overview of the policies and procedures, AK will bring Ofsted safeguarding questions to the governors for consideration</p>	<p><b>ALL</b></p> <p><b>ALL</b></p> <p><b>NL</b> <b>AK</b></p>
12	<p><b>Finance related matters</b></p> <p>The major current issue is the transfer of Management Information systems (MIS). The contract with SIMS ends on 31<sup>st</sup> March 2022, from which date Herts County Council (HCC) will no longer support SIMS. The school is particularly keen to operate cloud based MIS as it would remove the need to replace the current outdated server (at a cost saving of approximately £5,000). Exact cost differentials are difficult to assess but the school is intending to use the cloud based ARBOR MIS.</p> <p>The school finance officer will be retiring in Summer 2022, so recruitment of a new officer will be necessary, with the alternative option of subscribing to the HCC finance service. This will be revisited in Spring Term. HT would prefer an independent finance officer to using the HCC package.</p> <p>Governors agreed that the school should subscribe to ARBOR as MIS provider.</p> <p>Q: Should governors be responsible for financial issues? A: No, although budget setting is a governing body role.</p> <p>Budget report The 3 year projection has been reviewed by governors. Most schools will show a deficit by year 3. Much has been spent on professional services (Curriculum) and from a governance point of view this is a high figure. The decision was taken as Curriculum was in need of substantial improvement, and the outcomes/impact have justified the level of expenditure.</p>	

	<p>HT is aware of the desirability to reduce the deficit year on year, and when the next budget is set the deficit level will be carefully considered, even though deficit is a normal position for schools in general.</p> <p>A benchmarking chart has been utilised to compare performance with other schools. This shows the school's position as positive with some areas of prospective improvement.</p> <p>Other matters are to be considered at future full governing body meetings.</p>	
13	<p><b>Head Teachers report</b></p> <p>The Head teacher gave a summary of the term's successes and challenges as detailed in his report presented to the governors. Reduced attendance has been expected due to the new Omicron strain of the COVID virus although cases in school have yet to rise in number. At present no staff are infected.</p> <p>Q:Is the school in contact with Public Health England (PHE) A. Yes, but PHE are extremely slow to respond to enquiries. Q: If the pandemic worsens over Christmas, is the school ready to manage? A: The school is ready to react as necessary and home-schooling measures are already in place. Facilities will be ready if key worker children need to attend school in the event of a lockdown. The practice and experience gained from the 2021 model will be followed.</p> <p>Current number of pupils on roll is 433. This term 27 new starters have joined and 11 have left. Actual Attendance is 93.08% set against a target set of 96%</p> <p>There have been two fixed term exclusions this term, both involving dangerous and unsafe behaviours for the pupil and for others. In the event of an exclusion panel being necessary the governors agreed to undertake exclusion training in order that enough appropriately trained governors would be available to form a panel.</p> <p>A parent survey was undertaken this term to encourage parental engagement. A high level of response was achieved with 122 parents completing the survey.</p>	ALL
14	<p><b>Website compliance</b></p> <p>In the absence of Clair Wiltshire-Hunt NL will pick this up and bring it forward to the next FGB meeting.</p>	NL
15	<p><b>School policies and procedure for review</b></p> <p>The proposed policies are standard HfL models. These have been reviewed by the governors and approved by the governing body.</p>	
16	<p><b>Annual Plan of Work and plan for link reports</b></p> <p>The plan of work was considered and approved by governors. It was agreed that the following link governors be appointed:- Special Educational Needs (SEND): RC Finance: AK Early Years Foundation Stage (EYFS): HT will report to FGB half-termly Health &amp; Safety: SK Pupil Premium: SA</p>	
17	<p><b>Review of the School Improvement Plan (SIP)</b></p>	

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	To be carried forward to the next FGB Meeting.	
18	<p><b>Any other business</b></p> <p>SIP review cycle</p> <p>This is essentially an annual cycle. In February 2022 a review of current plans and potential improvements to be made will be undertaken. This will be revisited in January 2022's FGB meeting. In March 2022 plans are to be put in place for implementation in September 2022. AK suggested a half-day in-school governance review to involve the senior leadership team (SLT) would helpful. Governors agreed and a date will be set for next term.</p>	<b>AK to circulate date</b>
19	<p><b>Date of next meeting</b></p> <p>The next FGB meeting will be held remotely at 5pm on 18<sup>th</sup> January, 2022.</p>	
20	The meeting closed at 7.10pm	

### Action points

**KCSIE to be read and understood by Governors and appropriate declarations made on Governorhub.**

**Governors to undertake Safeguarding training.**

**NL to provide an overview of Safeguarding policies and procedures.**

**AK to bring Ofsted Safeguarding questions to FGB.**

**Governors to undertake exclusion training.**

**AK to arrange in-school governance review.**

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