



## Oak View Primary & Nursery School

### Oak View Primary & Nursery School Full Governing Body Meeting Tuesday 21<sup>st</sup> June at 5.00pm Minutes

**Present:** Neil Richardson (Headteacher), Anthony Kent (Chair), Louise Young- SENCo (LY), Natalie Lawson (NL), Sally Turner (ST) and Shellian Santana- (SA)-remote.

**Apologies:** Claire Wiltshire-Hunt (CW-H).

**In Attendance:** Kayleigh Kingsland (Clerk) and Sheila O'Shaughnessy- School Business Manager (SO'S).

ITEM		ACTION
1	<b>Welcome, apologies and approval of absences</b> <ul style="list-style-type: none"> <li>The chair welcomed everyone to the meeting.</li> <li>CW-H sent apologies for the meeting and this absence was approved by the governing body.</li> </ul>	
2	<b>To declare any conflict of interest that may arise during the meeting</b> <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> <ul style="list-style-type: none"> <li>None declared.</li> </ul>	
3	<b>Any other business</b> <ul style="list-style-type: none"> <li>Thanks.</li> </ul>	
4	<b>To approve the minutes of the 3<sup>rd</sup> May 2022</b> <ul style="list-style-type: none"> <li>The minutes of the 3<sup>rd</sup> May 2022 were agreed as a true record of the meeting and will be signed by the chair of governors on Governor Hub.</li> </ul>	
5	<b>Matters arising from the previous minutes</b> <ul style="list-style-type: none"> <li>It was agreed that SA will carry out a pupil premium governor visit this term.</li> <li>ST will ensure that her DBS check is complete on Governor Hub.</li> <li>All other actions were complete or covered in the agenda for this meeting.</li> </ul>	SA ST
6	<b>To receive a report on Quality of Teaching &amp; Learning and Curriculum and Succession Planning</b> <i>All documents were circulated to governors prior to the meeting. The headteacher updated governors of the following and welcome any questions.</i> <b>Quality of Teaching &amp; Learning</b>	

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	<ul style="list-style-type: none"> <li>• The headteacher advised that overall he is happy with the quality of teaching and learning in the school.</li> <li>• One teacher was on red following the last quality of education round. An informal performance management has now taken place with this member of staff. Regular support has been put in place and very good progress has been made.</li> <li>• Other areas for development have been built into staff CPD internally.</li> <li>• The SEN team have been supporting staff with higher needs children to ensure that challenge is there and that SEN pupils are able to access the curriculum.</li> <li>• Little Wandle is now in place and all EYFS and Key Stage 1 staff are trained in the scheme. Phonics screening test results are below national average at 61% however there has been an improvement in the quality of the teaching.</li> </ul> <p><b>Governor Question-</b> Do those children who did not pass the phonics screening retake the test?</p> <p><b>Answer-</b> Yes, these children will take the test again at the end of Year 2 and support will be put in place in order to get these children to pass.</p> <ul style="list-style-type: none"> <li>• Internal moderation has taken place and some teachers have attended other settings to support best practice.</li> <li>• Clear feedback will be a focus at the Senior Leadership Team (SLT) day.</li> <li>• Staff are ensuring that children are being provided with more time to talk about their learning.</li> <li>• ‘Can, do, review’ will tie in with the school’s pupil progress meetings. It was agreed that governors will attend a 2022 autumn term pupil progress meetings and the chair will confirm dates with governors.</li> <li>• Various CPD is in place for staff which is linked to the School Improvement Plan.</li> <li>• There are 15 teachers whose teaching has been graded as green, 3 as amber, and 0 as red.</li> </ul> <p><b>Curriculum and Succession Planning</b></p> <ul style="list-style-type: none"> <li>• A lot of emphasis has been placed on subject leaders and the school have identified that the RE, PE, and ICT scheme of work must be reviewed for September 2022.</li> </ul> <p><b>Governor Question-</b> Why?</p> <p><b>Answer-</b> We are using the Herts for Learning RE scheme of work and this is quite skeletal. The RE leader has also advised that there are a number of gaps in learning in RE. We have now purchased the Jigsaw RE scheme for September 2022. The sports coach contract comes to an end in July 2022 and we will be putting a new scheme in place. ICT is also a Herts for Learning scheme and we must find one which is the right fit for our school. Our Hertfordshire Improvement Partner will be visiting the school next week and will be carrying out some external validation.</p> <p><b>Governor Question-</b> A number of parents are complaining about e-books as they are unable to download them. They also do not like the fact that these books are on a screen.</p> <p><b>Answer-</b> We have carried out a survey and I have reviewed the feedback. We have invested in the new school based reading scheme and the next step is to invest in books that are taken home. We will be receiving a £6,000 grant from the Reading Hub and books will be purchased.</p>	Chair
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	<p><b>Governor Question-</b> I think it needs to be made clear when books need to be returned to school?</p> <p><b>Answer-</b> We will discuss this with teachers.</p> <ul style="list-style-type: none"> <li>• The biggest focus for the school has been on middle leaders and the school's Hertfordshire Improvement Partner will be delivering 'Knowing your Subject' to subject leaders which will prepare staff for a deep dive.</li> <li>• The chair advised that the governing body do not have a curriculum link governor and this role must be considered. NL advised that she is booked to attend a Curriculum training course on 6<sup>th</sup> July 2022.</li> </ul>									
7	<p><b>To receive headteacher report</b>  <i>Circulated to governors prior to the meeting, the headteacher updated governors of the following and welcome any questions.</i></p> <ul style="list-style-type: none"> <li>• Staffing for 2022-2023 has now been finalised and full details can be found in the headteacher report. Next year the SLT leadership phases will change to try and improve data outcomes, fluency in learning approaches and behaviour management.</li> </ul> <p><b>Governor Question-</b> Will Mr Barnes have his current reception class?</p> <p><b>Answer-</b> I cannot confirm this yet.</p> <ul style="list-style-type: none"> <li>• The school currently have 442 children on roll and 9 children have joined the school over the last academic year.</li> </ul> <p><b>Governor Question-</b> What are nursery and reception numbers looking like?</p> <p><b>Answer-</b> We have 57-58 for reception and for the new cohort we have around 50. We currently have 26 children for nursery.</p> <ul style="list-style-type: none"> <li>• The headteacher has met with the school's Attendance Officer this term. Attendance is around 92%-93% which is broadly in-line with national attendance. The Attendance Officer will be visiting the school again next term where identified trends will be shared. 25% of children are persistent absentees due to term time holidays and families taking their children out of school to visit relatives abroad. The school will have a new attendance policy in place from September 2022 and if more than 15 sessions are missed over two school terms, parents will be issued with fines. If a child arrives to school after 9.30am, they will be recorded as U and if the child has 15 U's over two terms, fines will be issued to parents.</li> <li>• The chair advised that the school have now moved across to Arbor which is a very good data management system. The chair advised that fining parents has historically not been well received and that informing parents that they will not receive a fine until 15 sessions are missed over two school terms may encourage parents to do this.</li> <li>• There have been three suspensions since the last meeting and the chair has been notified of this.</li> </ul> <p><b>Estimated Results Summer 2022</b></p> <table border="1" data-bbox="225 1809 1214 1921"> <thead> <tr> <th></th> <th>% of children achieving GLD</th> <th>National 2019</th> <th>LA 2019</th> </tr> </thead> <tbody> <tr> <td>EYFS</td> <td>63%</td> <td>72%</td> <td>72%</td> </tr> </tbody> </table>		% of children achieving GLD	National 2019	LA 2019	EYFS	63%	72%	72%	
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	% of children achieving GLD	National 2019	LA 2019
Yr. 1 Phonics Screening Check	61%	82%	84%

KS1 Assessment	% of children reaching expected standard	National 2019	LA 2019
Reading	48%	75%	78%
Writing	41%	69%	72%
Mathematics	55%	76%	77%

KS1 Assessment	% of children reaching greater depth standard	National 2019	LA 2019
Reading	12%	25%	32%
Writing	10%	15%	20%
Mathematics	14%	22%	25%

KS2 Assessment	% of children reaching expected standard	National 2019	LA 2019
Combined	53% (57%)	65%	67%
Reading	66%-71%	73%	76%
Writing	67%	78%	79%
Mathematics	63%-67%	79%	80%

### Key Information

In Year Mobility	Leavers	Joiners
Year 1	13%	13%
Year 2	17%	19%
Year 6	5%	10%

Persistence Absence	
Year 1	31%
Year 2	28%
Year 6	22%

School Groups	Pupil Premium	SEND	EAL	EHCP
Year 1	30%	17%	38%	2%
Year 2	24%	14%	48%	2%
Year 6	26%	16%	45%	6%

- Key Stage 1 has the weakest data across the school and it is expected that this is due to the current Year 2 cohort of children missing 3.5 terms of learning during the Covid-19 pandemic. There are also a number of needs in this year group.

*P. Kent*

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	<p>External moderation has taken place in Year 2 and the moderator agreed with the assessment of all the children looked at.</p> <ul style="list-style-type: none"> <li>The data shared is progress rather than attainment and attainment will be shared with governors once available.</li> </ul>	HT
8	<p><b>To review the School Self Evaluation (SEF)</b>  <i>Circulated prior to the meeting the headteacher updated governors on the following and welcome questions.</i></p> <ul style="list-style-type: none"> <li>The headteacher advised that the school's SEF continues to be a work in progress and will be shared with governors before the end of the summer holidays. The SEF will be discussed at the September 2022 meeting.</li> </ul>	HT
9	<p><b>To receive a report/update on EYFS</b></p> <ul style="list-style-type: none"> <li>The school's EYFS Teaching &amp; Learning Adviser visited the school recently and great progress has been made in EYFS under the EYFS leaders leadership.</li> <li>Opportunities for writing could be better however this has improved.</li> <li>A RAG rating on the Ofsted criteria has been carried out by the EYFS leader.</li> <li>The EYFS Teaching &amp; Learning Adviser also discussed the EYFS's leader role for next year and the EYFS Teaching &amp; Learning Adviser will visit the school again in the 2022 autumn term.</li> <li>The biggest challenge for the school next year is that an ECT will be appointed for EYFS.</li> <li>Money will be spent on developing the Year 1 learning environment in order to support transition.</li> <li>The chair will asked CW-H to arrange an EYFS link governor visit.</li> </ul>	Chair
10	<p><b>To review the School Improvement Plan and Hertfordshire Improvement Partner Visit Reports</b>  <i>Circulated prior to the meeting the headteacher updated governors on the following and welcome questions.</i></p> <ul style="list-style-type: none"> <li>The headteacher advised that everything the school are doing is in-line with the School Improvement Plan (SIP) which will be evaluated this term. The new SIP will be produced and shared with governors ahead of the 2022 autumn term.</li> </ul>	HT
11	<p><b>To receive a Finance report including 3 year budget plan</b>  <i>Circulated to governors prior to the meeting, SO'S updated governors of the following and welcome any questions.</i></p> <ul style="list-style-type: none"> <li>The school have received some extra money for the teachers pay and pension grant and the school may receive further pupil premium funding.</li> <li>The school will receive further Higher Needs Funding for specific pupils.</li> <li>The school will be moving over to a new school dinner payment system and the payment system for school trips must also be considered. Parents will be able to select their child's meal online at home and this can also be managed by the admin team if required.</li> <li>The school do have some parents who have debt with the school and this will be a priority for the school for September 2022.</li> <li>The school's Tutor Led Funding will be clawed back as the school have not used this funding.</li> <li>The school have saved £12,500 so far, this financial year.</li> <li>After the budget was approved by governors, E19 was considered within the budget. This funding is now structured more to the SIP.</li> </ul>	



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	<ul style="list-style-type: none"> <li>The school have a member of the SLT who has taken a secondment with Herts for Learning, which Herts for Learning will fund the school for, and an ECT will be appointed as the school did not budget for an additional teacher.</li> <li>The budget will also be supported by paying for the Forest School using sports premium funding. The school also budgeted £24,000 for a sports provider however PE will now be taught in-house.</li> <li>It was agreed that ST would be the finance link governor from September 2022.</li> </ul>	
12	<p><b>To review governor induction, appointments, training, and visits</b></p> <p><i>Circulated to governors prior to the meeting, the chair updated governors of the following and welcome any questions.</i></p> <ul style="list-style-type: none"> <li>Governors were asked to continue to take part in training and ensure that their training record is up to date on Governor Hub.</li> <li>A date will be confirmed for a governor strategy session next term.</li> <li>The chair will share a governor self-assessment with governors this term.</li> <li>The chair has contacted local organisations in order to recruit new governors. The governing body vacancies have also been shared of Inspiring Governance. The headteacher will share the governing body vacancies in the school newsletter this term.</li> </ul>	<p>All Chair Chair</p> <p>HT</p>
13	<p><b>To consider safeguarding matters</b></p> <ul style="list-style-type: none"> <li>The safeguarding review of annual checklist and summary was circulated to governors prior to the meeting as well as the annual safeguarding report and safeguarding bulletin.</li> <li>LY advised that following the annual safeguarding report, staff induction has been highlighted as an area for development for the school as well as early health and this will be a focus for the school.</li> </ul>	
14	<p><b>Stakeholder engagement to include Staff Opinion Survey and Parent Survey</b></p> <ul style="list-style-type: none"> <li>A staff survey has taken place and the results will be shared with governors on Governor Hub once available. The overall feedback from staff is positive and next steps will be identified and shared. A school evaluation for teachers has been produced and a teaching assistant evaluation will be produced.</li> <li>The chair advised that there is some commentary around governance within the staff survey and this must be considered by the governing body ahead of the 2022 summer term.</li> <li>The parent survey will be shared with parents next week and results will be compared with the survey carried out in October 2021.</li> </ul>	HT
15	<p><b>Polices for approval</b></p> <p><i>Circulated prior to the meeting the following polices were approved and ratified by the governing body:</i></p> <ul style="list-style-type: none"> <li>Accessibility Policy.</li> <li>Attendance Policy.</li> <li>Charging and Remissions Policy.</li> <li>Code of Conduct for Staff.</li> <li>Complaints Policy.</li> <li>Confidentiality Policy.</li> <li>Equality Information.</li> <li>Governors Code of Conduct.</li> <li>Safer Recruitment Policy.</li> </ul>	



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	<ul style="list-style-type: none"> <li>• SEND Policy.</li> <li>• Zero Tolerance Policy.</li> <li>• Behaviour Policy.</li> <li>• Time off for Dependence Policy.</li> <li>• The policy review document was also shared with governors prior to the meeting.</li> </ul> <p><b>Behaviour Policy</b></p> <ul style="list-style-type: none"> <li>• An external trainer visited the school this term and spoke to staff about four strategies that staff should be using before the school's behaviour policy is implemented, and these strategies have been including in the behaviour policy. The policy will also enable the school to hold staff to account.</li> </ul> <p><b>Time off for Dependents Policy</b></p> <ul style="list-style-type: none"> <li>• All staff have been informed that they have a two day allowance for extenuating circumstances, i.e. an unwell child or a funeral.</li> </ul> <p><b>Accessibility Policy</b></p> <ul style="list-style-type: none"> <li>• LY advised that accessibility in EYFS must be considered as the school have a wheelchair user joining the school.</li> </ul> <p><b>Charging and Remissions Policy</b></p> <ul style="list-style-type: none"> <li>• SO'S advised that the policy states that the school will pay for swimming lessons as this is part of the curriculum, and this was approved by a previous governing body. This could potentially cost the school £6,000-£7,000 which the school have not budgeted for.</li> <li>• It was agreed that the school would fund swimming lessons and it will be made clear to parents that the school are funding a life skill.</li> <li>• SO'S will remove any reference made to the Resources committee within the Charging and Remissions policy.</li> </ul> <p><b>Equality Information</b></p> <ul style="list-style-type: none"> <li>• Diversity and inclusions will be considered by the school.</li> </ul> <p><b>Zero Tolerance Policy</b></p> <ul style="list-style-type: none"> <li>• The headteacher advised that the school's Managing Aggressive Behaviour policy has now been changed to the Zero Tolerance Policy. The policy has the same underline principles but also talks about positives and how the school will action aggressive behaviour.</li> </ul>	SO'S  HT
16	<p><b>To agree Annual Plan of Work for governing body and a plan for link governor reports</b> <i>Circulated to governors prior to the meeting, the chair updated governors of the following and welcome any questions.</i></p> <ul style="list-style-type: none"> <li>• The chair advised that the scheme of reports will be reviewed with the headteacher.</li> </ul>	
17	<p><b>Any other Business</b></p> <ul style="list-style-type: none"> <li>• The chair thanked the governing body, staff, and clerk for their work this year.</li> </ul>	
18	<p><b>2022-2023 Meeting Dates all at 5.00pm</b></p> <ul style="list-style-type: none"> <li>• 12<sup>th</sup> September 2022.</li> <li>• 18<sup>th</sup> October 2022.</li> <li>• 30<sup>th</sup> November 2022.</li> <li>• 18<sup>th</sup> January 2023.</li> </ul>	



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<ul style="list-style-type: none"> <li>• 9<sup>th</sup> February 2023.</li> <li>• 16<sup>th</sup> March 2023.</li> <li>• 2<sup>nd</sup> May 2023.</li> <li>• 20<sup>th</sup> June 2023.</li> </ul>	
<b>Meeting Closed 7.00pm</b>	

### Actions

Action	Owner
1. It was agreed that SA will carry out a pupil premium governor visit this term.	SA
2. All governors will ensure that their DBS check is complete on Governor Hub.	ST
3. It was agreed that governors will attend a 2022 autumn term pupil progress meetings and the chair will confirm dates with governors.	Chair
4. Attainment will be shared with governors once available.	HT
5. The headteacher advised that the school's SEF continues to be a work in progress and will be shared with governors before the end of the summer holidays. The SEF will be discussed at the September 2022 meeting.	HT
6. The chair will asked CW-H to arrange an EYFS link governor visit.	Chair
7. The new SIP will be produced and shared with governors ahead of the 2022 autumn term.	HT
8. Governors were asked to continue to take part in training and ensure that their training record is up to date on Governor Hub.	All
9. A date will be confirmed for a governor strategy session next term.	Chair
10. The chair will share a governor self-assessment with governors this term.	Chair
11. The headteacher will share the governing body vacancies in the school newsletter this term.	HT
12. A staff survey has taken place and the results will be shared with governors on Governor Hub once available.	HT
13. SO'S will remove any reference made to the Resources committee within the Charging and Remissions policy.	SO'S
14. Diversity and inclusions will be considered by the school.	HT



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