



Oak View Primary & Nursery School

**Oak View Primary & Nursery School
Full Governing Body Meeting
Tuesday 23rd November 2021 at 10.00am
Minutes**

Present: Anthony Kent (Chair), Neil Richardson (Headteacher), Claire Wiltshire-Hunt (C-WH), Louise Young- SENCos (LY), Natalie Lawson (NL), Rev Rodger Chapman (RC) and Shellian Santana- (SA).

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

ITEM		ACTION
1	Welcome, apologies and approval of absences <ul style="list-style-type: none">The chair welcomed everyone to the meeting and introductions were given by all.There were no apologies received for the meeting.	
2	To declare any conflict of interest that may arise during the meeting <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">None declared.	
3	Any other business <ul style="list-style-type: none">NGA membership.	
4	To approve the minutes of the previous meeting <ul style="list-style-type: none">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.	
5	Matters arising from the previous minutes <ul style="list-style-type: none">The headteacher advised that the actions from the previous meeting have been reviewed and are a work in process.	
6	Election of chair and vice chair of governors, confirm governor appointments, and Governor Induction Handbook <ul style="list-style-type: none">AK was nominated as chair of governors and was appointed unopposed.RC was nominated as vice chair of governors and was appointed unopposed.The chair advised that the former clerk has now resigned, and a permanent clerk will be appointed by Herts for Learning.The following governor appointments were confirmed:<ul style="list-style-type: none">- NL- Parent governor.- Chair- Co-opted governor.- SS- Local authority governor.	

Signed as a true record of the meeting:-

Date: 14/12/21

	<ul style="list-style-type: none"> - RC- Co-opted governor. - LY- Staff governor. - CW-H- Parent governor. - Headteacher. - SO'S- Associate member. <ul style="list-style-type: none"> • The chair recommended that although there are some vacancies on the governing body, no further governors are appointed for this calendar year in order to focus on the current team that is in place, and this was supported by the governing body. • The chair recommended that governors review the school's Governor Induction Handbook which had been shared with governors prior to the meeting in order to familiarise themselves with the school and the role of governor. Governors must monitor how the vision and ethos of the school are being implemented, hold the school to account, and monitor the financial status of the school. • The chair advised that governors should complete the Induction for Governors training course as soon as possible and details on how to book this training will be shared. 	<p>All</p> <p>All</p>
7	<p>To agree the terms of reference for the full governing body and the establishment of other committees</p> <ul style="list-style-type: none"> • The chair proposed that committees are not put in place at present as the governing body are relatively new. The governing body will instead meet as a whole on a regular basis. This decision was supported by the governing body. • The chair advised that a standard National Governance Terms of Reference for the governing body has been shared with governors prior to the meeting. The chair will review the terms of reference with the headteacher, and this will be approved at the next full governing body meeting. 	<p>Chair, HT</p>
8	<p>To determine the arrangements for future meetings, including dates, format, and timings, and use of Google and Governor Hub</p> <ul style="list-style-type: none"> • It was confirmed that the next governing body meeting will take place on 14th December 2021 at 5.00pm. • It was agreed that the governing body will use Goggle Docs for ease of collaboration when working on documents. • All governors were asked to sign in and register their Governor Hub accounts. • The headteacher will ensure that Governor Hub is up to date. 	<p>All</p> <p>HT</p>
9	<p>To appoint governor panels and deal with other business agenda items</p> <ul style="list-style-type: none"> • The chair advised that there are a number of policies that must be reviewed by the school on a regular basis. It is vital that governors read all policies for approval ahead of meetings. Governors must raise any queries they have on policies ahead of full governing body meetings on Google Docs. The chair and SO'S will create a policy review schedule which will highlight any changes to policies ahead of full governing body meetings. • The chair advised that governors must carry out their governor visits as this is an essential aspect of the governor role. The chair recommended that governors visit the school on a termly basis. Governors were asked to read the circulated Visits Policy in order to support governors in carrying out effective visits. Governors must also prepare a governor visit report following each visit and provide feedback to the governing body. Governors were asked to confirm their governor visits with LY. Governors were also encouraged to attend school events where possible. 	<p>HT, SO'S</p> <p>All</p>

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	<ul style="list-style-type: none"> The 2020-2021 SFVS had been shared with governors for governors to review prior to the meeting, and this will be discussed further at future meetings. The latest budget monitor had been shared with governors prior to the meeting and governors were asked to send any questions they have to SO'S. This will be discussed further at the next meeting. 	All
13	<p>To review and discuss governor visits and training</p> <ul style="list-style-type: none"> The chair advised that the following courses should be completed by governors and governors must send their certificates to the school following any completed training: <ul style="list-style-type: none"> - Governor Induction. - Exclusions. - Safeguarding Children. - Prevent. - Finance. - Data. Governors were asked to enter any other relevant training they have completed onto their governor training record on Governor Hub. 	All
14	<p>To discuss Statutory Governance Review and website compliance</p> <ul style="list-style-type: none"> An external review of governance was carried out in May 2021 and this report had been shared with governors. The chair advised that there are specific statutory requirements that must be published on the school website. It was agreed that CW-H will carry out a statutory review of the school website. The chair will share guidance with CW-H and CW-H will provide a report at the next governing body meeting. 	Chair, CW-H
15	<p>Policies and Documents for Approval <i>The following policies and documents were circulated prior to the meeting and were approved and ratified by the governing body.</i></p> <ul style="list-style-type: none"> Pay Policy. Child Protection Policy. Staff & Headteacher Appraisal Policy. Teaching Standards Information. 	
16	<p>To agree the annual plan of work for the GB and a plan for link reports</p> <ul style="list-style-type: none"> The Annual Plan of Work had been shared with governors prior to the meeting. Link reports will be included in the plan ahead of the next governing body meeting. The HIP report had been shared with governors prior to the meeting. The HIP will be visiting the school on 24th November 2021 and this report will be shared with governors once received. The chair advised that these reports are vital in order for governors to obtain an external view of the school. The Primary Inspection Data Summary had been shared with governors prior to the meeting. This report provides information on the school's data however this information is out of date as there was no data submitted for 2020-2021. The school 2021-2022 School Improvement Plan (SIP) had been shared with governors prior to the meeting. This plan will support governors in holding the school to account as well as monitoring the impact of the measures the school have in place. The SIP will be shared with governors prior to each full governing body meeting in order for governors to ask questions. The chair advised that a strategy session will take place with governors ahead of the headteacher producing the 2022-2023 SIP. 	Chair

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		Chair to arrange date
17	Staff and Parental Engagement <ul style="list-style-type: none"> The results from the parent questionnaire had been shared with governors prior to the meeting. The headteacher advised that 122 parents completed the questionnaire. Feedback has been very positive, and a staff questionnaire will be carried out later in the academic year. 	
18	To consider Governance role descriptors <ul style="list-style-type: none"> The DfE Governance Role Descriptors were shared with governors prior to the meeting in order for governors to familiarise themselves with the role of governors. 	
19	Any items to add to the Risk Register <ul style="list-style-type: none"> The school's Covid-19 risk assessment had been shared with governors prior to the meeting. 	
20	Any other Business NGA Membership <ul style="list-style-type: none"> SO'S confirmed that the school subscribe to the NGA. The chair advised that governors should utilise this tool and subscribe to the weekly newsletter in order to receive regular updates on education. 	All
21	Future Meeting Dates <ul style="list-style-type: none"> Tuesday 14th December 2021 at 5.00pm. Tuesday 18th January 2022 at 5.00pm. Tuesday 15th March 2022 at 5.00pm. Tuesday 3rd May 2022 at 5.00pm. Tuesday 21st June 2022 at 5.00pm. 	Please note revised dates for May and June
Meeting Closed 11:40am		

Actions

Action	Owner
The chair recommended that governors review the school's Governor Induction Handbook which had been shared with governors prior to the meeting in order to familiarise themselves with the school and the role of governor. Governors must monitor how the vision and ethos of the school are being implemented, hold the school to account, and monitor the financial status of the school.	All
The chair advised that governors must complete the Induction for Governors training course and details on how to book this training will be shared.	All
The chair will review the full governing body terms of reference with the headteacher, and this will be approved at the next full governing body meeting.	Chair. HT
All governors were asked to sign in and register their Governor Hub accounts.	All
The headteacher will ensure that Governor Hub is up to date.	HT
The chair and SO'S will create a policy review schedule which will highlight any changes to policies ahead of full governing body meetings.	Chair, SO'S
The chair advised that governors must carry out their governor visits as this is an essential aspect of the governor role. The chair recommended that governors visit the school on a termly basis. Governors were asked to read the circulated Visits Policy in order to support governors in carrying out effective visits. Governors must also prepare a governor visit report following each visit and provide feedback to the governing body. Governors were asked to confirm their governor visits with LY. Governors were also encouraged to attend school events where possible.	All



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Governors were invited to visit the school on 6 th December 2021 where staff training will take place on the curriculum.	All
The chair advised that there are a number of declarations that governors must make on Governor Hub. The chair will monitor these declarations and send instructions to governors on how they can be made.	All, Chair
Governors were asked to ensure their DBS checks are in place. The chair proposed that DBS checks are carried out for governors every 4 years and this decision was supported by the governing body.	All
The chair advised that governors must read Keeping Children Safe in Education 2021 and confirm that they have done so under the declaration tab on their Governor Hub account.	All
Governors were asked to complete a Handling Complaints training course which is available to book via Governor Hub. A panel will be formed when required.	All
All governors were asked to complete an Exclusions training course which must be refreshed every 2 years.	All
The chair advised that the school have a whistle blowing procedure in place which governors must familiarise themselves with.	All
It was agreed that a finance and premises report will be provided at the next full governing body meeting.	SO'S
The safeguarding link governor role will be included in the Child Protection Policy.	HT
The headteacher and chair will confirm roles with governors and produce a proforma ahead of the next meeting.	HT, Chair
The chair advised that a strategy session will take place with governors ahead of the headteacher producing the 2022-2023 SIP	Chair to arrange date
The latest budget monitor had been shared with governors prior to the meeting and governors were asked to send any questions they have to SO'S. This will be discussed further at the next meeting.	All
It was agreed that CW-H will carry out a statutory review of the school website. The chair will share guidance with CW-H and CW-H will provide a report at the next governing body meeting	CW-H, Chair
Link reports will be included in the Annual Plan of Work ahead of the next governing body meeting.	Chair
SO'S confirmed that the school subscribe to the NGA. The chair advised that governors must utilise this tool and subscribe to the weekly newsletter in order to receive regular updates on education.	All

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