



Oak View Primary & Nursery School

**Oak View Primary & Nursery School
Full Governing Body Meeting
Thursday 15th February 2024 at 5.00pm
Minutes**

Present: Neil Richardson- Headteacher, Anthony Kent- Chair of governors, Sheila O'Shaughnessy- School Business Manager (SO'S), Lesley Waddingham (LW), Kady Sanogo (KS), Jules Reyner (JR), and Sarah Coull (SC).

Apologies: Gemma Kelly (GK), Claire Wiltshire-Hunt (CW-H) and Mo Molaei (MM).

In-Attendance: Kayleigh Kingsland- Clerk, Tierney Dunn (TD)- Art Lead- item 6 only and Amy Risley (AR)- Music Lead- item 6 only.

ITEM		ACTION
1	<p>Welcome, apologies and approval of absences</p> <ul style="list-style-type: none"> The chair welcomed everyone to the meeting. GK, CW-H and MM sent apologies for the meeting and these absences were approved by the governing body. 	
2	<p>To declare any conflict of interest that may arise during the meeting</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"> None declared. 	
3	<p>Any other business</p> <ul style="list-style-type: none"> None received. 	
4	<p>To approve the minutes of the previous meeting</p> <ul style="list-style-type: none"> The minutes of 15th January 2024 were agreed as a true record of the meeting and will be signed by the chair of governors on Governor Hub. 	
5	<p>Matters arising from the previous minutes</p> <ul style="list-style-type: none"> Governors were asked to arrange a link governor visit before the Easter half term. SO'S advised that the school's cyber insurance policy does not cover a data breach. The school buy into their insurance with Hertfordshire County Council (HCC) who have advised that they are exploring the possibility of including this in their cover. The headteacher advised that the any changes to Prevent will be shared with governors following the school's training however governors must refresh their training every two years. Governors were advised that they must complete a Safeguarding Children course every two years. 	<p>All</p> <p>HT, All</p>

Signed as a true record of the meeting:-

21/03/2024
Date:.....

	<ul style="list-style-type: none"> It was agreed that the governing body strategy session will take place in June 2024 and the chair will confirm a date with governors. All other actions were complete or covered in the agenda for this meeting. 	<p>All</p> <p>Chair</p>
6	<p>School Leaders information sharing <i>Staff delivered presentations to governors Art, and Music and welcomed governor questions. Please refer to Appendix A and B.</i></p> <p>Art (TD)</p> <p>Governor Question- How do the National Gallery select the painting for children? Answer- I am unsure but it varies.</p> <p>Governor Question- What section of the School Development Plan are you linking your plan to? Answer- Target 3 links to SEN pupils and making adaptations to ensure that the curriculum is accessible for all. There is a target to improve experiences for pupils as well as a target around providing immediate feedback to pupils.</p> <p>Governor Question- When will you decide what the summer project will be? Answer- We will meet after half term to discuss what the project will be. We are growing in the knowledge of art and will be using this knowledge to develop pupils' art further.</p> <p>Music (AR)</p> <p>Governor Question- Do children play an instrument with the scheme the school are using? Answer- Yes. Children use glockenspiels and xylophones, and Year 6 have ukuleles.</p> <p>Governor Question- How do children find learning to play the trumpet? Answer- This can be quite tricky.</p> <p>Governor Question- Is the intention that staff can film anything they like, which is then sent to you for review, and then you post it? Answer- Yes. This will show how children develop year on year and the progress they make as there are no books in music.</p>	
7	<p>To receive headteacher verbal report <i>The headteacher updated governors on the following and welcomed questions.</i></p> <ul style="list-style-type: none"> The headteacher advised that Spring 1 has been positive in the school. Writing has been moderated and staff have attended the Literacy Conference. The school are looking at texts to ensure that they are age appropriate in teaching children grammar. Mental health week took place in the school this term. CPD is supporting staff and staff action plans are secure. Subject leaders have taken part in CPD on skills and progression. Every subject leader will have 0.5 day out of the classroom and a full progression of skills will be in place for each subject. Open afternoon took place on 13th February 2024. Isabelle Hospice visited the school and raised £650. The school continue to offer a range of extra-curricular activities to pupils. The school's School Effectiveness Adviser (SEA) visited the school this term to look at the quality of education in Years 1, 2, 5 and 6 and reading in Year 3 and 4. The SEA talked about mental health in the school and how children can keep themselves safe online. The visit was based on the school's School Improvement Plan (SIP) and the report will be shared with governors once received. The next visit is planned for the 2024 summer term and the focus will be on writing. 	



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	<ul style="list-style-type: none"> • SEN in EYFS continues to be a challenge for the school and there are a number of children in this year group with significant needs. • There are some challenges with a parent in Year 6 who wants their child to take part in the Key Stage 2 SATs. This child is currently working at the level of a Year 2 child. The parent has taken advice from HCC however this is legally the headteacher's decision to make, and the school have been supported by outside agencies. <p>Governor Question- Why does the child's father want the child to take part in the SATs? Answer- As he does not want his child to be different.</p> <ul style="list-style-type: none"> • The headteacher advised that behaviour across the school is stable, there is still work to do, however staff are being more consistent with their approach to behaviour. • The chair requested that governors consider the actions that have been added to the SIP during their spring term link governor visits. • There are currently 442 pupils on roll at the school as three children have been admitted to the school under the Fair Access Protocol. • A parent will be visiting the school this term whose child has an Education Health Care Plan. • 8 children have joined the school this term and 3 children have left. <p>Governor Question- Where have these children come from? Answer- Overseas.</p> <ul style="list-style-type: none"> • Persistent absentees are at 20.1%. Letters have been sent to parents and improvements can be seen. Letters will continue to be sent after half term where required. <p>Governor Question- Do you have any concerns around the attendance of vulnerable groups? Answer- No.</p> <p>Governor Question- Do you break attendance down by gender? Answer- No, but I will do this. I will also look at specific groups of children who have an impact on attendance.</p> <ul style="list-style-type: none"> • No SEN pupils have joined the school since the last full governing body meeting. The school's SEN Adviser will be visiting the school this term and next term. The Assess Can Do format continues to take place across the school. • The school have two Looked After Children on roll and one of these pupils has an Education Health Care Plan. • There have been 5 children in Need Referrals and 5 reports of domestic violence. There have been 7 safeguarding concerns. • Rachel Wan and Siobhan Stuart are now Designated Safeguarding Leads. • There have been two 1.5 days suspensions, one for a child in Year 3 and one for a child in Year 6. • There are no health and safety concerns in the school. The new school gates will be installed in March 2024. • The school have an up-and-coming staff tribunal however a date is yet to be confirmed. • Two members of staff have announced that they are pregnant. One member of staff is on a fixed-term contract and this contract will not be renewed. 	<p>All</p> <p>HT</p>
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	<ul style="list-style-type: none"> • One member of staff will return to school from maternity leave in the 2024 summer term. This member of staff has made a flexible working request which has been approved until September 2024. • Another member of staff has made a flexible working request which is an ongoing request, the headteacher has responded to the request and advised that this must be reviewed. • There was a data breach in the school on 9th February 2024 where a member of staff sent a letter to the wrong parent. The required forms were complete, and the breach was referred to the DPO who advised that the school have followed the correct procedures. SO'S has had a meeting with office staff and further procedures are in place to improve GDPR practice. Going forward letters will now be sent password protected. • Data has been updated and shared with governors. <p>Governor Question- Is the blue text the most recent data? Answer- Yes.</p> <ul style="list-style-type: none"> • The school have been selected by the NFER for 30 Key Stage 1 children to take part in a practice test paper. The headteacher does not believe that it is right for the school, and the children, to take part in these papers given that Key Stage 1 assessments are no longer a statutory requirement. The headteacher has responded to advise that the school will not be taking part. <p>Governor Question- How were the school selected? Answer- This is nationwide, and schools would have been selected across the country.</p> <p>Governor Question- Why do you not want to take part? Answer- We have significantly changed our assessment practices in Key Stage 1 since statutory testing is no longer a requirement and the children are not used to sitting test papers. Those children who are ready to sit a practice paper will do this in June 2024, and those who are not ready will not. It is unfair to make these children sit a paper in April 2024 when they are not ready.</p>	
8	<p>To review finance report <i>All papers were shared with governors prior to the meeting. SO'S updated governors on the following and welcomed questions.</i></p> <ul style="list-style-type: none"> • SO'S advised that the school's Financial Services Adviser carried out a deep dive into the school's budget. The school are expected to have a £297,000 carry forward compared to the predicted carry forward of £250,000 at the end of November 2023, which is largely due to staffing. This is extremely positive for the school. • The headteacher advised that he is monitoring all staff requests prior to the 2024-2025 budget setting. • The headteacher advised that budget lines must be reviewed this year. • HCC have enquired the school's termly returns as they were not what was projected. • The expenditure of the new school gates was budgeted for in December 2023 with the school's Financial Services Adviser. • The school's Financial Services Adviser will be leaving and will remain with the school until at least the 2024 summer term. • An initial budget meeting will take place on 14th March 2024. • The Schools Financial Value Standards (SFVS) has been completed and shared with governors prior to the meeting. The SFVS will be submitted to HCC tomorrow. 	



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	<ul style="list-style-type: none"> The chair advised that he has reviewed the school's risk register. The school's Herts for Learning contracts have been reviewed, and savings have been made by taking on some of the services in-house. The school are also looking at alternative ICT support. 	
9	Governor visits, training, and induction <ul style="list-style-type: none"> Governors were asked to ensure they keep their training records up to date. It was agreed that SC and KS will carry out a combined curriculum and pupil premium governor visit this term. 	All SC, KS
10	Chairs Business <ul style="list-style-type: none"> The chair advised that a self-assessment will take place with governors when the chair meets with governors in the 2024 summer term. There have been no complaints or correspondence received by the chair. 	
11	Polices for approval <i>Circulated prior to the meeting the following policy was approved and ratified by the governing body:</i> <ul style="list-style-type: none"> Pupil Premium. 	
12	Safeguarding <ul style="list-style-type: none"> There were no further safeguarding updates. 	
13	Any other Business 2024 Staffing <ul style="list-style-type: none"> Please refer to confidential part II meeting minutes. 	
14	2023-2024 Meeting Dates all at 5.00pm <ul style="list-style-type: none"> Thursday 21st March 2024. Thursday 16th May 2024 at 4.00pm. Tuesday 18th June 2024. 	
Meeting Closed 7.00pm		

Actions

Action	Owner
1. Governors were asked to arrange a link governor visit before the Easter half term.	All
2. The headteacher advised that the any changes to Prevent will be shared with governors following the school's training however governors must refresh their training every two years.	HT, All
3. Governors were advised that they must complete a Safeguarding Children course every two years.	All
4. It was agreed that the governing body strategy session will take place in June 2024 and the chair will confirm a date with governors.	Chair
5. The chair requested that governors consider the actions that have been added to the SIP during their spring term link governor visits.	All
6. The headteacher will provide a break down of attendance by gender as well as specific groups of children who have an impact on attendance.	HT
7. Governors were asked to ensure they keep their training records up to date.	All
8. It was agreed that SC and KS will carry out a combined curriculum and pupil premium governor visit this term.	SC, KS



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