



Oak View Primary & Nursery School

**Oak View Primary & Nursery School
Full Governing Body Meeting
Tuesday 16th January 2024 at 5.00pm
Minutes**

Present: Neil Richardson- Headteacher, Anthony Kent- Chair of governors, Sheila O'Shaughnessy- School Business Manager (SO'S), Gemma Kelly (GK), Lesley Waddingham (LW), Kady Sanogo (KS), Sarah Coull (SC), Claire Wiltshire-Hunt (CW-H) and Mo Molaei (MM).

Apologies: Jules Rayner (JR).

In-Attendance: Kayleigh Kingsland- Clerk, Rebecca Lee (RL)- Key Stage 2 Reading Lead- item 6 only, Sue Archer (SA)- Phonics Lead- item 6 only, and Rachel Wan (RW)- Writing 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. JR sent apologies for the meeting and this absence was 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"> With an amendment made to a spelling, the minutes of 23rd November 2023 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 make their declarations on Governor Hub if they have not already done so. Governors were reminded to send any visit reports to the chair which will then be uploaded onto Governor Hub. All other actions were complete or covered in the agenda for this meeting. 	<p>All</p> <p>All</p>
6	<p>School Leaders information sharing</p> <p><i>Staff delivered presentations to governors on writing, reading, and phonics and welcomed governor questions. Please refer to Appendix A, B and C.</i></p>	

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<p>English- Writing (RW)</p> <p>Governor Question- Are the older children finding it difficult to adjust to the new style of handwriting? Answer- We are teaching children letter joining and formation and this has been addressed with teachers through CPD on an individual basis.</p> <p>Governor Question- Is any catch-up required? Answer- No, I am happy with the progress being made so far.</p> <p>Governor Question- Will you share writing examples with parents so they can support their child with writing at home? Answer- I do not want to over complicate matters for parents however we will share support methods with parents at parents evening. The best way parents can support their child with writing is by reading with them.</p> <p>Governor Question- How is everything being received by staff? Answer- Staff could see that there were some things that were not working well and welcomed the change. I have carried out regular monitoring and catch-up sessions with staff.</p> <p>Governor Question- Are there any spelling resources that parents can use to support their child at home to ensure this is being taught consistently? Answer- No. Our new scheme is more simplistic and feeds on from Little Wandle.</p> <p>Key Stage 2 Reading (RL)</p> <p>Governor Question- What will happen after children reach level 10 reading books? Answer- We have contacted Little Wandle to ask what we should do.</p> <p>Governor Question- Do the children higher up the school who are in the lower-level reading group receive support? Answer- Yes, they still receive support in phonics to support them with decoding.</p> <p>Governor Question- Will children move up a level following your assessments this term? Answer- Yes if they have made the required progress.</p> <p>Governor Question- Is the school library being utilised by pupils and how is it used across the school? Answer- The library has been reorganised to make it more appealing to pupils. We must ensure we select books that we know will engage our children. We now have the book exchange in place to try and engage parents with their child's reading.</p> <p>Governor Question- How many children are in each reading group? Answer- No more than 6. I collate all the data and map all the children to what level they are in based on the progress they have made.</p> <p>Phonics (SA)</p> <p>Governor Question- Are you still delivering coaching to staff? Answer- Yes.</p> <p>Governor Question- Have you identified any trends in data? Answer- There are no specific trends that we can identify however SEN pupils make less progress than non-SEN pupils.</p> <p>Governor Question- Does the level of need in EYFS impact on the data? Answer- Yes however we have only had one full term to work with children.</p>	
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	<p>Governor Question- Will those Year 1 children who do not pass the phonics screening be supported when they reach Year 2?</p> <p>Answer- Yes.</p>	
7	<p>To receive headteacher written report <i>Circulated prior to the meeting, the headteacher updated governors on the following and welcomed questions.</i></p> <ul style="list-style-type: none"> • The headteacher advised that the end of the 2023 autumn term ended very positively. A number of Christmas celebrations and activities took place, and a good blend was in place. • End of term assessment has taken place and the school have now moved to Arbor. Year 1 and Year 2 data was lower than other year groups and so the school chose to move to a broader holistic approach for these pupils rather than tests. • Pupil progress meetings are currently taking place and will be complete next week. Data will then be reviewed, and interventions will be identified for individual pupils. • The school now have a new SEN assessment tool in place called B Squared as these pupils do not make progress in the same way as non-SEN pupils. SEN pupils will now be assessed against their own targets rather than national targets. <p>Governor Question- Is it hoped that the SEN children who are at the higher level will move to the national targets?</p> <p>Answer- Yes.</p> <ul style="list-style-type: none"> • The school now have a new sports co-ordinator in place who has had a big impact in the school and is extremely proactive. Children should carry out 30 minutes of exercise in school and 30 minutes outside of school each day and this is a huge driver in the school's sports premium plan. • Challenges for the school remain the same and an area in the school has been turned into a nurture area for EYFS SEN pupils. These children are making good progress however the school must consider how this will be sustained. • The headteacher advised that he and the SENCo have visited an SEN Hub and met with the Head of the SEN department at Hertfordshire County Council. The headteacher has submitted a letter of interest as Hertfordshire County Council require a SEN unit in the local area. This would not only support the school financially but would also come with other resources i.e., speech and language therapists. • A risk register has now been produced and this will be reviewed with the chair next week. <p>Governor Question- How often will this be reviewed?</p> <p>Answer- Termly.</p> <ul style="list-style-type: none"> • The school now have 439 pupils on roll. • Persistent absentees have begun to grow and attendance during the last week of the 2023 autumn term and the first week of the 2024 spring term has impacted on this. There are 7 children who have attendance below 70%, 22 pupils with attendance between 70-80%, 74 children with attendance between 80-90% and 91 pupils with attendance between 90-94%. The attendance team have met and the headteacher will be arranging meetings with 22 parents. Attendance letters are currently being prepared for all these children. <p>Governor Question- Will all parents meet with you?</p>	



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	<p>Answer- Yes.</p> <p>Governor Question- What will happen if they do not attend? Answer- They will be referred to the Attendance Officer at Hertfordshire County Council.</p> <p>Governor Question- Do you send different letters to parents who have a child with a health condition? Answer- I would not send these parents a letter.</p> <p>Governor Question- Do these children have to be recorded in attendance data? Answer- Yes.</p> <ul style="list-style-type: none"> • The headteacher advised that there is an over population of children in the town and there are not enough school places. Children are being allocated schools that are not local to them and are given the opportunity to appeal. The school have been advised that they must pay for any appeals that are made, even if the appeal is withdrawn, the child receives a place at the school due to mobility or accepts a place at another school. The school budgeted for the cost of the admissions service with Hertfordshire County Council, however additional costs have now been implemented which are significant. The headteacher will be raising this concern at the next Headteachers Forum. • The headteacher advised that the school has been approached by the Fair Access Team to take on additional pupils. • The overall attendance at the school is currently 92.9%. • There are 17 pupils in the school with an Education Health Care Plan and further plans are pending. • The Assess Can Do format has been modified and will be implemented across the school. • Outcomes for pupils with an Education Health Care Plan in place have been put on to a two-page document. • 4 pupils have been suspended totalling 8 days. • Work on the school gates has been confirmed and the contractor visited the school today. Work will be complete by the end of March 2024. • The perimeter fencing in the woodland area will be complete by the 2024 summer term. • A final written letter warning has been issued to a member of staff. • An additional member of EYFS staff has joined the school with a wealth of experience. • Open afternoons will be taking place this term. <p>Governor Question- Will you assess the risk register and mitigate against the risk? Answer- Yes, we will look at the likelihood of the risk and grade it. There is also an inherent risk within the register.</p> <p>Governor Question- Is there any insurance in place to cover a data breach? Answer- I think this is covered in our overall insurance however I will confirm this.</p> <ul style="list-style-type: none"> • The most recent school statistics were last updated on 4th January 2024 and have been shared with governors. • A behaviour report has been shared with governors and a significant reduction in dangerous behaviours during the 2023 autumn term can be seen, which is a reflection of the school's new Behaviour Policy. • There has been one racist incident which has been addressed by the school. • There have been no reports of bullying. 	SO'S
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	<ul style="list-style-type: none"> The headteacher and SENCo attended a behaviour course last week. Schools must now have a behaviour curriculum in place and the school aim to have this in place for September 2024. The headteacher advised that some changes have been made to the School Improvement Plan (SIP) this term: <p>Quality of Education</p> <ul style="list-style-type: none"> Improve the quality of pupils writing in English with effective feedback and assessment. High focus on Key Stage 2 phonics/reading. Develop staff knowledge to support implementation. Develop and drive pupils learning experiences across the Oak View curriculum. <p>Leadership & Management</p> <ul style="list-style-type: none"> To promote equality and diversity across the school and within subject areas. <p>Behaviour & Attitude</p> <ul style="list-style-type: none"> Develop opportunities to pupil leaders across the school. <p>Personal Development</p> <ul style="list-style-type: none"> Enrich pupil's opportunities for new experiences linked to culture, diversity, and health. <p>Governor Question- What would the development for pupil leaders look like? Answer- Developing older children in the school to support younger children.</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"> The chair advised that the Schools Financial Value Standards (SFVS) has been completed and shared with governors. This will be submitted before the deadline of 31st March 2024. SO'S advised that a member of staff's husband has been contracted to carry out premises work in the school. The school will therefore submit an additional document with the SFVS to related party transactions which has been shared with governors. An additional gate will be installed in the school as an extra level of security which will be electronically controlled. The chair has met with the school's Financial Adviser following the last full governing body meeting to review the school budget. The headteacher advised that he is monitoring the school budget closely ahead of the 2024 financial year however the school are expected to have a positive carry forward. 	
9	<p>Governor visits, training, and induction</p> <ul style="list-style-type: none"> SC carried out a pupil premium visit on 30th October 2023 and the report from this visit had been shared with governors. The chair has shared the governing body training history with governors as well as links to recommended training courses. Governors were asked to ensure they complete a Prevent training course and the headteacher will confirm if a new training course is available. Governors were asked to complete a Safeguarding Children training course if they have not already done so within the last 2 years. 	<p>All, HT</p> <p>All</p>
10	Chairs Business	



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	<ul style="list-style-type: none"> The chair advised that there have been no complaints. The governing body strategy session will take place on 27th February 2024 and governors were asked to familiarise themselves with the 2024 spring term SIP ahead of this session. 	All
11	<p>External reports</p> <ul style="list-style-type: none"> The headteacher has shared the following external reports with governors which provides external validation for the school and are extremely positive: <ul style="list-style-type: none"> - Curriculum Development. - SEND visit. - Literacy specialist. 	
12	<p>Polices for approval <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"> Health & Safety Policy. ECT Policy. Online Safety Policy. Allegations Against Staff Policy. Managing Medicines Policy. Children Looked After Policy. RSE Policy. Intimate Care Policy. <p>Governor Question- Do parents complete a form when their child requires medication to be administered? Answer- Yes.</p>	
13	<p>Safeguarding</p> <ul style="list-style-type: none"> The safeguarding bulletin was shared with governors prior to the meeting. The school now have 2 Looked After Children on roll. There have been 14 contacts from Children’s Services and 8 reports of domestic violence. <p>Governor Question- Are there any trends in the domestic violence reports? Answer- No.</p> <ul style="list-style-type: none"> There have been 12 safeguarding concerns raised by staff. Two members of staff have attended DSL training. 	
14	<p>Any other Business</p> <ul style="list-style-type: none"> None received. 	
15	<p>2023-2024 Meeting Dates all at 5.00pm</p> <ul style="list-style-type: none"> Thursday 15th February 2024. Thursday 21st March 2024. Thursday 16th May 2024 at 4.00pm. Tuesday 18th June 2024. 	
Meeting Closed 6.55pm		

Actions



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Action	Owner
1. Governors were asked to make their declarations on Governor Hub if they have not already done so.	All
2. Governors were reminded to send any visit reports to the chair which will then be uploaded onto Governor Hub.	All
3. SO'S will confirm if the school's insurance policy covers a data breach.	SO'S
4. Governors were asked to ensure they complete a Prevent training course and the headteacher will confirm if a new training course is available.	All, HT
5. Governors were asked to complete a Safeguarding Children training course if they have not already done so within the last 2 years.	All
6. The governing body strategy session will take place on 27 th February 2024 and governors were asked to familiarise themselves with the 2024 spring term SIP ahead of this session.	All



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