



Oak View Primary & Nursery School

**Oak View Primary & Nursery School
Full Governing Body Meeting
Tuesday 4th July 2023 at 5.00pm
Minutes**

Present: Neil Richardson (Headteacher), Anthony Kent (Chair), Louise Young- SENCo (LY), Kady Sanogo (KS), Sarah Coull (SC), Jules Rayner (JR), Sheila O'Shaughnessy- School Business Manager (SO'S) and Gemma Kelly (GK), Claire Wiltshire-Hunt (CW-H).

Non-Attendance Mo Molaei (MM)

ITEM		ACTION
1	Welcome <ul style="list-style-type: none">The chair welcomed everyone to the last meeting of the year. It has been a very busy time since the last meeting with the Ofsted Inspection and he thanked Governors for their support.	
2	Apologies and approval of absences <ul style="list-style-type: none">MM had sent apologies for the meeting and therefore this absence was approved by the governing body.	
3	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">The chair reminded everyone about the declarations they should share.None declared.	
4	Any other business <ul style="list-style-type: none">None received.	
5	To approve the minutes of the last meeting <p>The minutes of 2nd May 2023 were agreed as a true record of the meeting and will be signed by the chair of governors and filed in the school office.</p>	

Signed as a true record of the meeting:

14/09/2023
Date:

P. Kent

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6	<p>Matters arising from the previous minutes</p> <ul style="list-style-type: none"> • The chair reminded governors to ensure their self-declarations were completed on Governor Hub. Governor Question - JR - queried the Pupil Relationship Declaration. Answer – The Chair would share a policy with SO’S for inclusion. • Staff Attendance Data will be an agenda item at the next full governing body meeting. • SATs - NR to share information later in the meeting. • T&L/Curriculum Report will be an agenda item at the next full governing body meeting. • The Safeguarding Visit report has been uploaded to GovHub. • SIP – NR has met with the HIP to discuss this and put in early thoughts for 23/24 and also to reflect on the Ofsted Inspection. Governor Question - the date and focus of the visit had changed due to the Ofsted inspection • All other actions were complete or covered in the agenda for this meeting. 	<p>Clerk/Chair /SO’S</p> <p>Chair</p>
7	<p>LT reports/presentations</p> <p><i>The Chair shared his thanks and appreciation for the work that everyone had put in to the recent Ofsted inspection and requested a feedback and reflections on this.</i></p> <ul style="list-style-type: none"> • NR advised that school were really pleased with the draft report, as was the HIP who shared that it was the most informative Section 8 report that she had seen. <p>It had been a very positive experience, fair, respectful, and it had always been planned that it would be part of a normal day when the call came in.</p> <p>The first phone meeting was purposeful. The inspection would focus on Reading and Maths, and we chose Geography for a deep dive. The Inspector observed six or seven lessons on the first day. Spoke to children and said they were ‘the stars of the show’ in what they remembered etc. Safeguarding was also on the first day. That was good, strong, and the inspector asked to look at data. Attendance was not looked at as it is not included in a Section 8 inspection.</p> <p>At the end of the first day it was very clear what had been seen. It felt like it was a positive day. She shared the results of the survey (parent, pupil and staff). One parent had felt we hadn’t dealt with a bullying issue properly and a member of staff shared their dissatisfaction with a HR issue. These were discussed further with the Inspector and she felt it was clear that policy and procedures had been followed.</p>	



<p>The Second day was SEND, systems paperwork trails, working with the SEN Dept., discussions on areas of development, behaviour was good, and came back to discussion on bullying and anti-bullying.</p> <p>LY - You don't have to have an Anti-Bullying Policy but the inspector said it was good practice and we will look to add an appendix to our Behaviour Policy as the Inspector felt that people could see the different views as she felt it needed to be clearer.</p> <p>NR – In the afternoon the Inspector collated information and then fed it back to the SLT and Governing Body.</p> <p>Governor Question – AK - Staff feedback?</p> <p>Answer – NR - I spoke to all staff the next morning and advised that legally I can't share any information but was happy. We were very proud of the Staff. We are a good consistent school.</p> <ul style="list-style-type: none"> ● AK it was a really good Inspection. ● NR our next step is to ensure phonics goes into KS2 which we were already aware of and it is part of the SIP. There were two items that I challenged in the draft report. Page 2 para 3 – regarding the phonics in KS2, is not factual and I have requested that it be rephrased and the fact that I joined school in 2020 not 2019. <p>Governor Question – AK - what stage have they reached with the report?</p> <p>Answer – NR - I had my 5 days to review and we now have the 32 day process to wait.</p> <p>Governor Question – AK – You haven't shared this with anyone?</p> <p>Answer – NR - No, I shared it with the SLT and Governors and the HIP. Legally we are not allowed to share with anyone else.</p> <p>Governor Question – AK – Any feedback from the HIP?</p> <p>Answer – NR - She was very pleased with the report. Felt it was very informative.</p> <ul style="list-style-type: none"> ● NR – A week later we had a LA Pupil Premium Inspection. They did offer to suspend but we agreed to proceed. The focus of this was Reading, Maths and Wider Opportunities. They looked at the website, we had an initial hour meeting on the phone and had to send information to them. Numerous paperwork. Another phone call meeting when she identified what she wanted to look at Maths and Data and I pushed for Early reading. She also wanted to look at wider ops and how that money had been spent. She again observed readers, walked around maths lessons and spoke to children re pupil voice and wider ops. She comes back on 10 November and we have to talk about evidence, targets (there can be up to 10) again she felt the progress was in line. The next three items were not really targets – (1) Continue to improve attendance, (2) Discuss PP in termly progress meetings, LY and EH had already talked about this but what she was really wanting was just discussion on PP. She has put it down but, I think it is for us to talk about. I will think about how I will share and go back to her and (3) Was Governors. <p>Governor Question – AK - who took on PP?</p> <p>Answer – SC, I did, from September I will try and get in more often but from January this will be easier as my youngest starts school so I will have more time.</p> <p>Governor Question - NR - perhaps you could pop in on 10/11?</p> <ul style="list-style-type: none"> ● AK at some point we need to look at PP for the year. 	<p>SC Chair</p>
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	<ul style="list-style-type: none"> ● NR our PP strategy is over 3 years. She said it is not statutory to have it over 3 years. We have a new PP lead starting in September. I haven't decided on changes yet but we will maybe remain the same for the year. ● She felt the three categories of funding were being used correctly. <p>Governor Question - AK - any further questions/comments? Answer - JR - I have a job now so I will have less flexibility.</p> <ul style="list-style-type: none"> ● SEND – we carried this forward from a previous meeting. ● NR - I attached the report from Becky. ● LY - we had a learning walk to check on scaffolding, Quality First Teach plan and we arranged for her to come back to meet teachers in planning time. ● NR - you also looked at systems ● LY - Yes and paperwork / common language ● NR - We have booked her for more visits from September. NR will re-share the report <p>Governor Question - AK – Any comments on the SEN Policy which is for review? Answer - LY – No, it was just the annual review. Nothing was updated.</p> <p>Governor Question – AK – Can you summarise where you got to with your HIP meeting. Answer - NR – The meeting took place on 26th following Ofsted and we started to look at 23/24 SIP.</p> <p>Governor Question – AK - AFL action. She didn't pick up on this? Answer - NR – It is for the SLT to consider I think. She suggested I have a conversation with someone in HfL but we are quite confident in our direction and our own understanding and the SLT will be quite clear. AFL strategies in classroom for teachers.</p> <p>Governor Question – GK - Do you have much of a link with Onslow St Audrey's? There used to be a member of staff who ran a lot of things for AFL. They were very good. A lot of the strategies and I know there were a lot closer links with primaries. Answer - NR - Y6 are doing computing with them but in terms of relationship and links not really. They are part of a MAT now.</p> <p>Governor Question - AK - Are you thinking of utilising some of their things? Answer - NR - This year we have understood our SIP and I think that now it is for us to dig a bit harder into it. We are in a really good place to drive harder and I think it will be in a better place now. One thing we took from Ofsted is that we believe we are going in the right direction. We came out with even more confidence as we knew what they were going to say to us. We have more confidence moving forward.</p> <p>AK thanks for that. Do you want to roll onto your report?</p>	<p>NR</p> <p>NR to share</p>
8	<p>To receive headteacher report</p> <p>Attendance - 439 pupils on roll</p>	

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Attendance Data is 93.3% - National Average is 93.7%. We are 0.4% below National.

Governor Question - AK - Anything of concern on attendance? I am curious of the numbers within overall attendance.

Answer - CLA 98% / CP 89% / CIN 91% / Post CIN 95%
Current (last week's data) - **SEN 90% / EHCP 92% / PP 92%**

Governor Question - AK - No concerns for us with this?

Answer – NR - PA 22.5 last week out of 386 children but again Summer Term, one child going through cancer, one MIE, a couple back to Africa for a funeral (two week absence), long term absences which have affected us recently.

H&S - We have a LA H&S inspection on Friday.

Governor Question – AK - Have you looked at it?

Answer - CH - I have done but not recently

Governor Question – AK - Anything to be done over the holiday?

Answer - NR - We have had our summer works planning meeting. We have a child with a wheelchair moving into Reception, Classroom decorations and our continuation of the improvements to classes.

Staffing

Still one member of staff on LTS and waiting for the complex HR case to be resolved. We have had nothing back.

The other LTS member of staff has returned on phased return.

Staffing – We have three members of staff leaving:

Emma Hall - Headship, Hannah Richards – professional development after four years here and Pat Pauley is retiring after nine years

With EH leaving at such late notice, and being unable to recruit another non class based Deputy, we are putting a temporary structure in place for one year. The SLT will become SW, RW and SS, all class based deputies plus LY. We have an internal advert for Phase leaders for a one year temporary contract and have received five applicants for three posts so we will be interviewing for those.

Support staff - I still need a two day TA and we are looking at the SEN team. We have two children coming into Reception who have high needs and a CL pupil moving from Y2 to Y3 to support, plus a child in a wheelchair. Extra bodies are needed.

I also haven't got a Y4 teacher yet. The market is not strong. I am interviewing on Thursday. We have had our Advert out a long time and have interviewed some candidates but I really want something secure and in place before transition. We are working hard to fill this.

Governor Question - AK - What happens if you can't find someone?



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<p>Answer - NR - The school will have to consider internal changes and look at 2 day supply cover if required. At this present time I am hoping we can secure a teacher and I will continue to work on this over the holidays if required, with a back up plan in place if unsuccessful.</p> <p>Governor Question – KS - Do you have the facility to accommodate a wheelchair? Answer - NR - The pupil is already here. We are developing a room with hoist etc and have purchased another ramp to test so I'll have one in each doorway ready for September.</p> <p>Governor Question – JR -Do you get extra funding? Answer - LY - We get EHCP funding but just that. NR no extra funding. It adds to the extra thought process.</p> <p>Governor Question – AK - Have you updated the access plan? Answer - LY - Yes it is under way. NR we are reflecting on the Equality Policy and Access Plan. We need to add some little bits and will bring this back to September. Accessibility will have an annual review.</p> <p>Governor Question – CW - With EH leaving will you be sorted re additional workload? There are only so many hours in the day. Do we need to put any measures in? Answer - AK – The earliest we could essentially recruit is October for a January start. NR - AK and I had a conversation and the SLT have met and have gone through splitting the role. It will be harder as only LY and I are out of class but we work well collectively. Going forward the new management team will have one day out of class a week for their leadership role so there will hopefully be three of us on the shop floor but they will also have their roles. SEND, T&L, Assessment. We are all at capacity but I did not see any other solution. By March we will look at a new structure and go out to advert and secure what we believe is right for the school. The benefit of this is that they all know me. I am not having to train anyone up and that's good for us. The new Phase Leader's will have more responsibility and are going to get TLR so they need to step up.</p> <p>Governor Question – KS - Is there a possibility of an internal candidate? Answer - NR - Who knows but I think the advert should go externally. Internals can apply if they wish. AK – I think it's a good holding position.</p> <p>Parental engagement. NR - The parents did us proud on Parent View. Really good feedback. 55 children as well. Staff brilliant. Voice to share. Clarity of what bullying was.</p> <p>Governor Question – AK - Any other issues with parents, complaints/moans? Answer - NR - Nothing that we are dealing with at the moment. It's day to day practice for us. Nothing alarming or to be concerned about. LY - Nothing formal.</p> <p>Behaviour - Report shared.</p> <p>Ofsted asked about numbers going down. Playground stayed the same. Talked about bullying, child on child and how we dealt with that.</p>	<p>NR/LY</p>
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Behaviour worked well with Ofsted and we shared about creating other behaviour types on CPOMS. They checked and asked how we monitored this. We also shared how we had changed the football scenario outside.

Summer data is low as it only covers four weeks.

Y6 will cause some issues in the next few weeks. They get scared about leaving and their behaviour changes. They do not know how to manage themselves as they are scared.

Governor Question – AK - These incidents, how have you determined they are actual incidents.

Answer - NR - When we have our weekly safeguarding meeting we look at the numbers. Sometimes CPOMS categories are incorrect so we go and edit them and share this in cpd. There is still further work to do on this.

Governor Question – JR - Are there guidelines on this?

Answer - LY – It's contextual. It's how you share with your staff, a generalised staff view.
NR – For racism - **w**e get children who use words that could be deemed as racist. But they don't understand what they mean. Once you have a conversation they understand.

Governor Question – CH - How do they know how to classify it as bullying?

Answer - Bullying is consistent, ongoing, physical, verbal, emotional.

Governor Question – CH What about personnel having a different view? JR - I picked up from what you said that you change CPOMS.

Answer - LY - We read all CPOMS logs and dig a bit deeper and sometimes change categories.

Governor Question – CH – So each incident is reviewed before being finalised on here?

Answer – NR – Yes - say a playground incident. Nine out of ten times we agree when the teacher says it's resolved XYZ. But we look at dangerous cases and racist and if there are underlying issues. We continue to train teachers and share collectively if anything comes up or as a management team on a one to one case basis.

Governor Question – CH – According to this report there was only one incident categorised as a case of bullying in the year?

Answer - LY - It is persistent behaviour.

Governor Question – JR - Bullying is deemed as persistent?

Answer - LY – Yes, racist behaviour is different, it's about the person it is targeted against and how they view this.

Governor Question – JR - Do you talk collectively to staff? All I am saying is one staff might not take something as bullying.

Answer - LY - Yes we definitely have done
NR - We try to and that's why we look at this weekly.

Governor Question – AK - Interesting that generally there's a reduction over the year. Why is that? Why are children less dangerous in summer than autumn?

Answer – NR - Dangerous is quite consistent.
LY – The Behaviour Policy was new in September.



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AK – I can see that may have had an impact. Given that the children are generally here for the whole of the year, you would expect some of the autumn behaviour to be less good.

NR - Values, respect, teachers more consistent. Training on getting rid of low level issues. The challenge on what our expectations are has improved. SLT and teachers feel supported.

LY - Consistency.

Governor Question – GK - Re-categorisation on certain behaviour for children with SEN? These are often communication issues and staff recognising low level calling out for ADHD is not necessarily coming from the same category.

Answer - LY - We still log that but under the class with SEND.

NR - Some behaviour on a day to day would not be acceptable but listed with SEND and we will develop that for SEMH and behaviour.

GK – This development is quite recent so will be interesting to see next year.

NR – Six classroom incidents in the summer term.

LY – At the Ofsted inspection children felt strongly that there was no bullying issue.

Governor Question – CH – It's really positive but can we look at breaking down even more per year group so we can target and look at characteristics and see if we can identify problems in particular year group?

AK - How easy is that? Can we do that for the next meeting?

Answer - NR - It's a bit fiddly but I could do it to get year group information. We can certainly look at further data for the future.

CH - I am interested in the gender differences. It would be interesting to see how it tallies with academic achievements.

Data - Report shared

Purple 2022 data, blue 2023 data

Herts and national not massive changes this year.

EY above national now.

Phonics has had lots of finance and time. Gone to 74. Incredible. I believe national will go back to 81% this year.

KS2

Pretty much in line with last year.

Reading, Writing and Maths combined - National 59% (65% before Covid)

Writing 67% Teacher assessment

Science 72% - slightly below national but a fair representation

71% in maths and reading fair but the paper was exceptionally hard. I don't believe we will be at 71% but expect that they will drop the pass mark. I believe there may be some manipulation.

Maths we got 71%, one of our EHCP boys struggled. If we are between 66-71% mark I will be happy,

Ofsted said that if we had been Section 5 we had some outstanding elements but data was below. KS2 have worked really hard.

KS1



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	<p>Disappointed but know where we are. Y2 this year has lots of needs in the cohort. A member of staff was in and out due to pregnancy, a TA was on LTS. Y2 was very up and down. An area I have put in the SIP and we really have to grow. In two years' time those children should be at 70%</p> <p>LY phonics was 59% but those children are not readers.</p> <p>NR - If you want me to break down the data it will be interesting to see how many have joined and left this year. That does impact.</p> <p>I am happy with EYFS and phonics. KS2 is a good representation. KS1 is where the children are.</p> <p>CH - They seem to have done really well in science.</p> <p>LY – That's not heavily based on literacy.</p> <p>Governor Question – JR didn't you bring in a new reading scheme? Do you think that contributed? Is something like that coming into Y2. Answer – LY - They are using Little Wandle as well.</p> <p>NR the only data that needs to be verified is data in KS2</p> <p>CH - The science should be congratulated.</p> <p>AK – A warning has been put out that the Covid years of taking it easy has gone. It's back to normal. The expectation is that because of the impact covid has had the results might not be as good as the last few years.</p> <p>NR there are lots of positives. KS1 is where the children are, but we need to drive them in the next four years.</p> <p>AK - Any questions?</p> <ul style="list-style-type: none"> ● None 	
9	<p>To receive a Finance report</p> <p>SO'S – Nothing major to report. We do not monitor April and May. Things are running to plan.</p> <p>Governor Question – AK Have the Summer works been budgeted for? Answer – SO'S – Yes. NR - possible exception is some fencing work in EYFS.</p> <p>The DfE have confirmed that they will not be clawing back unspent Sports Funding this year but it could happen 23/24.</p> <p>We have finally received information from HfL on their finance packages. More discussion will take place with Tricia Hill on her retirement plans when she is next in school.</p>	



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10	<p>Governor Visits, Training, and Induction</p> <p>Governor Question – What should we do with visit reports? Answer – AK demonstrated uploading these reports directly into GovHub</p> <p>Governor Question – Health check – there was nothing there? Answer – AK – this is a topic for the summer in terms of what areas to look at next year.</p> <p>Governor Question – JR - We came in and did SATs but I wonder how we help those children who don't achieve deal with failures and if that is something to look at? Everything is geared to the success of passing. It's a huge amount of stress. We should start thinking about how we deal with failure and I was just wondering what we did. Answer – LY - This is shared for the individual child in their final report but that's a lovely idea AK - KS2 SATs results are next week so with Y6 moving on to their next school I'm not sure if there is anything you could do. NR – the children have regular assessments so they do know. We will add to SLT. LY - It kicks in at any age. JR – I think it can affect throughout life. LY - Not defining.</p> <p>Visits – SATs visits and Safeguarding.</p>	
11	<p>Chairs Business</p> <p>Chairs business was lost in Ofsted chat. I am going to send a couple of questions out over the summer.</p> <p>There are no complaints or letters to deal with.</p> <p>Ofsted Prep - deleted</p> <p>Governance will drop you a note to get your view on how the year has gone, link rolls, we will extend and work on those.</p> <p>Feedback please.</p>	
12	<p>Safeguarding Report and Bulletin</p> <p>Document attached. Pretty cold document. We changed to The Key from the LA one. LY and EH went offsite to complete this and had a good productive afternoon.</p> <p>Governor Question – AK - Anything in there to note? Answer - LY – Training is OK, areas for development are online safety and a child friendly newsletter. Safeguarding induction, we have identified days to do that for September, CPOMS and look at more pupil voice. Parental online safety talk.</p>	



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	<p>Governor Question – AK - Safety is a big issue now. What do you do in terms of school email in terms of cyber attacks and training?</p> <p>Answer – LY – We have a secure service SO'S we are aware of an increase in this and staff are reminded when we receive alerts. SO'S to source staff training.</p> <p>Governor Question – AK – We have received the results of the SCR audit. Is this being actioned?</p> <p>Answer – SO'S – Yes – it's a working document and the majority of the areas highlighted relate to a new member of staff before they started.</p>	SO'S
13	<p>To review School Improvement Plan</p> <p>Moved for discussion at the October Meeting</p>	HT
14	<p>Polices for approval</p> <p><i>Circulated prior to the meeting the following policy was approved and ratified by the governing body subject to any comments from the headteacher:</i></p> <ul style="list-style-type: none"> ● Charging and Remissions ● Early Reading ● Emergency Plan ● SEND ● Zero Tolerance Policy 	
15	<p>Any other Business</p> <ul style="list-style-type: none"> ● None received. <p><i>Thank you for your help with Ofsted and during the course of the year.</i></p> <p><i>A Massive thank you to the staff and congratulations on what you have done which is reflected in the report.</i></p> <p>Next meeting 14/09</p>	
16	<p>Future Meeting Dates</p> <p>Agree dates for 2023/2024</p> <ul style="list-style-type: none"> ● Thursday 14th September 2023. ● Tuesday 17th October 2023. ● Thursday 23rd November 2023. ● Tuesday 16th January 2024. 	



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	<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 6.40pm		

Actions

Action	Owner
1. The Chair will share a Pupil Relationship Declaration Policy with SO'S which will be provided for governors in the Autumn term.	Chair / SO'S
2. T&L/Curriculum Report will be an agenda item at the next full governing body meeting.	Chair
3. SC requested to attend PP visit 10/11/23	SC
4. To look at PP strategy	Chair
5. Head to re-share SEND report.	HT
6. Head to share 23/24 SIP	HT
7. Accessibility Plan and Equality Policy	HT / LY
8. Staff Cyber Training	SO'S
9. The SIP will be shared with governors at the October meeting.	HT



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