



Oak View Primary & Nursery School

**Oak View Primary & Nursery School
Full Governing Body Meeting
Tuesday 17th June 2025
At 5.00pm
Minutes**

Present: Anthony Kent- Chair of governors, Andrew Barnes (AB), Neil Richardson- Headteacher, Sheila O'Shaughnessy- School Business Manager (SO'S), Lee Bradley (LB), Karis Robinson (KR), Gemma Kelly (GK), and Sarah Coull (SC).

Non-Attendance: Kady Sanogo (KS).

In-Attendance: Kayleigh Kingsland- Clerk and Linda Chesworth- (LC)- School Effectiveness Adviser- Herts for Learning.

ITEM		ACTION
1.	Welcome, apologies and approval of absences - The chair welcomed everyone to the meeting. - KS did not send apologies for the meeting and therefore this absence was not approved by the governing body.	
2.	To declare any conflict of interest that may arise during the meeting <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> None declared.	
3.	Any other business - Staffing restructure. - Thanks.	
4.	To approve the minutes of the previous meeting The minutes of the previous meeting were agreed as a true reflection of the meeting and will be signed by the chair of governors.	
5.	Matters arising from the previous minutes All actions were complete or covered in the agenda for this meeting.	
6.	Verbal School Effectiveness Adviser report about the school this year and changes in education 2025/2026 - LC advised that she has now been working with the school for 4 years. Over the 4 years, consistency has improved significantly, and the school are striving towards an outstanding Ofsted grading under the new framework. - Significant improvements in writing can be seen, which has been a focus for the school, and this is evident during visits.	

A. Kent

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	- The progress made against the priorities within the School Improvement Plan (SIP) for 2024-2025 has been discussed as well as the priorities for 2025-2026, which will be a 2-year plan. - Data has improved this year but will remain a focus for next year. The headteacher advised that the school's data has been consistent over the last 4 years, and the quality of the school's assessment systems are now a lot stronger but must continue to be strengthened. - Oracy and EYFS will be a focus in the SIP for 2025-2026 and LC has recommended a recently outstanding school for the SLT to visit to support best practice. - Visit dates have been confirmed for the next academic year and the focus of these visits will be confirmed imminently. - There has been an Ofsted framework consultation, and it is expected that a 5-point scale will be implemented, exemplary, strong, secure, attention needed, and causing concern. Governor Question- Would we still continue to self-assess before an inspection? Answer- Yes. At the moment your SIP links closely to the current Ofsted framework and there are now new areas within the framework which will be a focus. However, these could still change. - The headteacher advised that the school will be using the current SIP for 2025-2026, and the plan will be amended once the changes to the Ofsted framework are confirmed in the 2025 autumn term. - The governing body thanked LC for her support.	
7.	To receive headteacher Report <i>Circulated prior to the meeting, the headteacher updated governors on the following and welcomed questions.</i> - The headteacher advised that the September 2025 teaching structure has now been finalised and parents will be informed on 7th July 2025. Staff changes will be made in Years 2-5, and Year 6 will be mixed between the two classes from September 2025. Governor Question- Is there a reason for this? Answer- Due to the recent appointment we have made and a member of staff who is retiring. Each year group will have a strong Oak View teacher in place. Governor Question- What are pupil numbers looking like? Answer- Year 1 will have 47-48 pupils for September 2025 and there are 38 children confirmed for Reception. There will be some children in this cohort who have additional needs who will require support. Governor Question- Will SEN pupils be provided with transition support? Answer- Yes, the SENCo is currently working on this as well as pupil passports. - Internal assessments are currently taking place. Governor Question- Are there any initial thoughts? Answer- It is too early to say, however we are carrying this out early so we can have pupil progress meetings and identify interventions prior to the new academic year. - Year 6 SATs have taken place, and teacher assessments have now been submitted. 54 pupils sat the writing and science assessments, and the school will be looking to disapply 2 pupils due to being new to the country. With these pupils removed, 74% of pupils will pass the writing assessment and 78% will pass in science.	



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	- The Year 1 phonics screening took place last week and around 70-72% of pupils are expected to pass, which is in line with teacher assessment, however this may change slightly due to mobility in this cohort. Governor Question- How does this compare to national? Answer- National is usually 80%, however we have improved significantly during my time at the school. - EYFS GLD is currently being finalised however the headteacher expects that 62-63% of EYFS pupils will achieve GLD. - The SLT have met to review the 2024-2025 SIP and identified successes and developments. - The performance management cycle has been reviewed and the SLT have agreed that performance targets will be teacher led. The SLT will create a monitoring programme over the year which will include the teaching standards 1-7, and this will generate a clear picture of performance. Governor Question- Will this link to the new SIP? Answer- Yes. - The school's art exhibition was extremely successful, and the school raised £1,350. - Music week is taking place in the school this week. - There will be 58 different pupil experiences in the school this term. Governor Question- How will this be managed financially next year? Answer- We will be looking at which experiences have been the most enhancing and we will also be asking parents for a contribution. 36 children have left the school this academic year, and 41 children have joined. Younger children have moved to other local schools, which were their first choice of schools at initial application. There have also been families who have relocated. - The school's persistent absentees have reduced to 14.4%, which is a significant improvement, however the headteacher is aware that there will be children going on term time holidays this term. - The overall attendance of the school is 94.5% which is in-line with national, and the attendance of the school's vulnerable groups is also positive. - The SENCo continues to work on applications for Education Health Care Plans (EHCP) and attends a range of meetings with parents and the local authority. - There are currently 2 Looked After Children on roll in the school who are traveling from Peterborough. These children are on a part-time timetable and are taking part in remote learning. - There have been 2 suspensions this term for a maximum of 5 days. - The windows have been cleaned in the school this term, and fire assessments have been completed. The school's new broadband with Virgin will be installed on Thursday 19th June 2025. - The headteacher advised that the SLT are pleased with the direction of the school and consistency will be a focus over the next 2 years.	
8.	To review the School Improvement Plan <i>Circulated prior to the meeting, the headteacher updated governors on the following and welcomed questions.</i> The headteacher advised that he has met with KR to review the impact of the 2024-2025 SIP. This has been shared governors and includes evidence of the	



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	impact. Over the next 4 weeks, this will be finalised, reviewed, and RAG rated by the SLT as a whole, and shared with governors before the end of the academic year. - The headteacher advised that the 2025-2026 SIP will also be written before the end of the academic year and shared with governors, however this may be subject to change in the 2025 autumn term following the consultation of the new Ofsted framework. - Writing will remain a priority for the school however the implementation and intended impact will modify and change as will data, as although this has been a focus for the school and improvements have been made, this must be strengthened further. - It was agreed that going forward governors will have more input into the SIP and the priorities within the plan will be presented to governors at each meeting in order for governors to monitor.	HT HT HT, Chair
9.	Finance update <i>Circulated prior to the meeting, SO'S updated governors on the following and welcomed questions.</i> - SO'S advised that the 2025-2026 school budget is running to plan and was submitted to the local authority following the last full governing body meeting. - The government have confirmed that school's will be receiving the sports premium funding for this year, and schools are now required to submit an expenditure report to the DfE. - The chair advised that the government have changes to employee working rights on their agenda which may impact schools significantly.	
10.	Governor visits, training, and induction - GK advised that she carried out a visit to the school during the Year 1 phonics screening. All children, including SEN pupils, were praised during their assessments and children were extremely well prepared and relaxed. The assessment practice was consistent and in line with the Year 6 SATs assessments. - LB advised that he carried out a safeguarding visit this term. The headteacher will be completing the Annual Safeguarding Report to the Governing Body and LB will be invited to attend. - A safeguarding audit will be confirmed, and LB will be invited to attend. - The headteacher advised that he will be creating a separate safeguarding report for governing body meetings going forward, and a template will be shared. - GK advised that she met with the SENCo this week to carry out an SEN link governor visit. GK advised that it is a challenge for the school to benchmark against other schools in terms of SEN and pupils with an EHCP as there are currently 25 pupils in the school who are not on the SEN register but are being monitored. The school has a robust SEN monitoring system in place (Assess, Can, Do, Review), as there are children in the school who may require adjustments in the classroom before SEN will be considered as there are pupils in the school who speak English as an Additional Language (EAL) or have behavioural issues. GK will share her visit report with governors following the meeting. GK will also record her school website check on GovernorHub. Governor Question- Is the school website now up to date? Answer- Staff have been asked to ensure their specific areas are up to date.	HT, LB SO'S, LB HT GK
11.	Chairs Business The chair advised that he has not received any complaints, letters, or	



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	correspondence this term. The chair advised that GovernorHub now has an effectiveness tab, which governors were asked to complete before the end of July 2025. The results will then be reviewed by the chair ahead of the next academic year.	All, Chair
12.	Polices for approval <i>The following policies were circulated to governors prior to the meeting and were approved by the governing body:</i> - Confidentiality Policy. - Cyber Security Policy. - Data Protection Policy. - Freedom of Information Policy. - Neonatal Care Policy. - Online Safety Policy. - Records Management Policy. - Subject Access Request Policy. - Surveillance and CCTV Policy. - Privacy Notices.	
13.	Any other Business Staffing Restructure - The headteacher advised that due to the reduction in the number of pupils joining Reception in September 2025, the headteacher and SO'S will begin to look at a staffing restructure as the school are expected to lose a significant amount of funding. The headteacher and SO'S will be working on a business plan during the 2025 autumn term to present to the board at the end of the term. Thanks - The chair thanked everyone for all their work and support during the academic year. The governing body also thanked the chair.	
14.	2025-2026 Meeting Dates all at 5.00pm - Tuesday 9th September 2025. - Thursday 14th October 2025. - Thursday 13th November 2025. - Tuesday 13th January 2026. - Thursday 12th March 2026. - Wednesday 6th May 2026. - Tuesday 30th June 2026.	
Meeting Closed at 6.30pm		

Actions

Action	Owner
1. The headteacher advised that he has met with KR to review the impact of the 2024-2025 SIP. This has been shared governors and includes evidence of the impact. Over the next 4 weeks, this will be finalised, reviewed, and RAG rated by the SLT as a whole, and shared with governors before the end of the academic year.	HT



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2. The headteacher advised that the 2025-2026 SIP will also be written before the end of the academic year and shared with governors, however this may be subject to change in the 2025 autumn term following the consultation of the new Ofsted framework.	HT
3. It was agreed that going forward governors will have more input into the SIP and the priorities within the plan will be presented to governors at each meeting in order for governors to monitor.	HT, Chair
4. The headteacher will be completing the Annual Safeguarding Report to the Governing Body and LB will be invited to attend.	HT, LB
5. A safeguarding audit will be confirmed, and LB will be invited to attend.	SO'S, LB
6. The headteacher advised that he will be creating a separate safeguarding report for governing body meetings going forward, and a template will be shared.	HT
7. GK will share her SEN visit report with governors following the meeting. GK will also record her school website check on GovernorHub.	GK
8. The chair advised that GovernorHub now has an effectiveness tab, which governors were asked to complete before the end of July 2025. The results will then be reviewed by the chair ahead of the next academic year.	All, Chair



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