



Oak View Primary & Nursery School

**Oak View Primary & Nursery School
Full Governing Body Meeting
Tuesday 15th March 2022 at 5.00pm
Minutes**

Present: Neil Richardson (Headteacher), Anthony Kent (Chair), Claire Wiltshire-Hunt (CW-H), Louise Young- SENCo (LY), Natalie Lawson (NL), and Rev Roger Chapman (RC).

Apologies: Shellian Santana- (SA) and Lara Okpor (LO).

In Attendance: Kayleigh Kingsland (Clerk)- Remote, and Sheila O’Shaughnessy- School Business Manager (SO’S).

ITEM	ACTION	
1	<p>Welcome, apologies and approval of absences</p> <ul style="list-style-type: none"> • The chair welcomed everyone to the meeting. • SA and LO 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 18th January 2022</p> <ul style="list-style-type: none"> • The minutes of the 18th January 2022 were agreed as a true record of the meeting and will be signed by the chair of governors and filed in the school office. 	
5	<p>Matters arising from the previous minutes</p> <ul style="list-style-type: none"> • Governors were reminded to book themselves on a safeguarding course if they have not already done so. • All other actions were complete or covered in the agenda for this meeting. 	All
6	<p>To receive report on teaching & learning curriculum</p> <p><i>All documents were circulated to governors prior to the meeting. The headteacher updated governors of the following and welcome any questions.</i></p> <ul style="list-style-type: none"> • The school have implemented a new curriculum alongside Herts for Learning Teaching & Learning Advisers and staff. 	

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	<ul style="list-style-type: none"> • Middle leaders are being given additional responsibilities this year and have an additional 0.5 days of leadership time out of the classroom a term. • A curriculum overview has been provided to governors as well as feedback from teachers as to what is and is not working well in the school and feedback has been provided to staff. Staff will now review their curriculum areas and ensure that it is on track. • The chair advised that the governing body must have a handle on why the school have chosen to teach what they have and when. • The school's Hertfordshire Improvement Partner (HIP) visited the school this term and observed lessons and met with subject leaders. • Children are talking very positively about the curriculum and staff are very enthusiastic about it. • The school must ensure that children are retaining prior learning and this is a focus for the school. • Assessment in foundations subjects continues to be a focus for the school. The IDSR works well for core subjects but not foundation subjects. The school must determine which children are at ARE in foundation subjects and this data must be tracked. <p>Governor Question- Is there any information we can access to support us whilst carrying out governor visits?</p> <p>Answer- We are in the Ofsted inspection window from September 2022. I would encourage governors to attend an Ofsted training course in order to prepare governors for Ofsted. We can also arrange an in-house training session on Ofsted for the governing body.</p> <ul style="list-style-type: none"> • The chair will share the date of the next Ofsted training course with governors. • The quality of education reports were also shared with governors. The headteacher has provided information on what Ofsted will be looking for on the quality of education during an inspection as well as the priorities from the school's School Improvement Plan (SIP). The school moderate the quality of education through learning visits, pupil voice, tracking data, termly pupil progress meetings, termly HIP visits, and Herts for Learning Teaching and Learning Adviser visits. • 17 teachers across the school were observed during the 2021 autumn term. These teachers were RAG rated and one teacher was rated as red. Support has been put in place for this member of staff as well as weekly welfare checks. <p>Governor Question- Is union intervention required at this stage?</p> <p>Answer- No. We have put an informal management plan in place. If improvements are not made, this member of staff will move to a formal management plan where unions will be written to.</p> <ul style="list-style-type: none"> • The school base staff performance management on the 8 teaching standards and these have been shared with governors. • The chair has raised his concerns with the headteacher on some of the quality of teaching and governors must be mindful of this. <p>Governor Question- What should governors do if they are looking at an area during a visit that shows concern?</p>	<p>Chair</p>
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	<p>Answer- We must be operational rather than strategic. It is important to raise concerns directly with the headteacher. We must also make sure that any areas of weakness are included in the SIP.</p>	
7	<p>To receive headteacher report <i>Circulated to governors prior to the meeting, the headteacher updated governors of the following and welcome any questions.</i></p> <ul style="list-style-type: none"> • The narrative of the school’s successes and challenges provides an overview of the school over the last term. • The school are slightly below national attendance figures. There are a number of Covid-19 absences as well as pupils who are taking term time holidays. There have also been a number of late pupils and letters have been sent to parents to remind them of the school’s expectations around punctuality. <p>Governor Question- Do you think that the traffic issues impact on punctuality? Answer- Yes.</p> <p>Governor Question- Does lateness relate to the same children? Answer- There are some children who are repeatedly late. There are also children who have experienced a very difficult time before the school day has even begun.</p> <ul style="list-style-type: none"> • The chair advised that governors must continue to monitor attendance and hold the school to account. • Since the 2021 autumn term there have been 48 new starters join the school with more children expected to join the school next term. There have also been 28 pupils leave the school since the start of the academic year. The chair advised that the governing body must be mindful of this. <p>Governor Question- Have the school been advised that they may have to accommodate any Ukrainian refugees? Answer- I have not received any information from Hertfordshire County Council.</p> <ul style="list-style-type: none"> • There has been a drop in unauthorised absences and one session relates to 0.5 a school day. • The school have reviewed their safeguarding practices. Weekly safeguarding meetings take place with a revised agenda and these meetings will support the school with safeguarding reports. A behaviour report will be shared with governors going forward. • The school currently have 4 Looked After Children and 2 of these children could move to a Gag order. <p>Governor Question- What has parent feedback been like on extra-curricular activities? Answer- We will be sending out a questionnaire in the 2022 summer term to obtain parent feedback.</p> <ul style="list-style-type: none"> • A 2021 autumn and 2022 spring term data analysis was shared with governors prior to the meeting. • Data has been broken down for each year group and has also been RAG rated. This will enable the school to track pupil progress and identify those children who require support. The aim is for the school to move as many children forward as possible. • The focus for the school has been on attainment and progress and every teacher in the school is accountable for their data. • Writing has dropped significantly in the school compared to other areas. 	



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	<ul style="list-style-type: none"> The chair visited the school today to get a better understanding of how the school's assessment process works, and there is good evidence that staff are assessing correctly. <p>Governor Question- What are you doing about writing? Answer- The school are using the Herts for Learning assessment grid for writing and a pupil must show evidence for each area at the end of the academic year. From a SATs point of view, if a child has 65% of the writing criteria completed, then they are working at national level.</p> <p>Governor Question- At what point would you expect writing outcomes to improve? Answer- By the end of this term. All teachers have these assessment grids and must include each criteria in their work. After this term we will have data to hold staff to account and determine what support needs to be in place for pupils to make progress.</p> <p>Governor Question- There is a disparity between boys and girls historically, is there an issue here? Answer- We have focused on our vulnerable groups and we now need to focus on boys.</p> <ul style="list-style-type: none"> The chair advised that the governing body must challenge the school on individual data groups i.e. boys and girls, Looked After Children, SEN pupils, and pupil premium children. The chair advised that data will no longer be a focus during an Ofsted inspection however the school must have a robust assessment system in place. It was agreed that staff wellbeing will be included in the headteacher report going forward. <p>Governor Question- Is there any wellbeing support in place for staff? Answer- Me and LY support staff with wellbeing. We have asked staff to nominate themselves as wellbeing champions and the school will have a wellbeing team in place as of next term.</p> <p>Governor Question- Do staff have access to support anonymously? Answer- We signpost staff to support. We are aware of staff struggles at this point of the term and we are supporting staff where we can.</p> <ul style="list-style-type: none"> The chair advised that governors must be mindful of staff wellbeing and must hold the school to account during their governor visits. 	HT
8	<p>To receive a report/update on Pupil Premium</p> <ul style="list-style-type: none"> It was agreed that pupil premium will be discussed at the next full governing body meeting. 	Agenda
9	<p>To review School Improvement Plan <i>The 2021-2022 School Improvement Plan was circulated prior to the meeting the headteacher updated governors on the following and welcomed any questions.</i></p> <ul style="list-style-type: none"> The SIP is generated in the autumn term for each academic year. The SIP includes pupil numbers, attendance, and attainment figures however no formative data has been available since 2019. The school will have a new set of data to work from following this year's SATs. The 5 Ofsted areas are included in the plan and the school's key priorities have been identified. The headteacher expects that the current SIP will roll over into the next academic year. 	



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	<ul style="list-style-type: none"> The chair stressed that the SIP is a vital piece of information for the governing body. The quality of the education provided to the children is the most important element of the school which is therefore priority 1 in the SIP. Governors must consider what the school are doing, how they are doing it, and what the impact is. Governors were asked to review the SIP prior to their governor visits and identify any questions. It was agreed that a link governor will be added to the SIP on the governor drive. The SIP will also be a working document on the governor drive and governors will add comments to the impact column following their governor visits. It was agreed that governors would meet next term to discuss the SIP in more detail and the chair will confirm a date. <p>Governor Question- Do you start a new SIP every year? Answer- Yes however I see this as a rolling document. Next year we will include the context of the school within the plan.</p> <ul style="list-style-type: none"> The chair advised that he would like to have a better understanding of the SIP cycle going forward. The chair also advised that governors must consider how the headteacher knows what the school's areas of improvement are. The headteacher will add staff responsibilities to the SIP on the governor shared drive. 	<p>All, Chair Chair HT</p>
10	<p>To receive a Finance report including budget setting, Herts for Learning contracts, health & safety, and SFVS return <i>Circulated to governors prior to the meeting, SO'S updated governors of the following and welcome any questions.</i></p> <ul style="list-style-type: none"> There are currently no health & safety concerns in the school. It was agreed that CW-H would be the health & safety link governor. The chair and SO'S have completed the circulated Schools Financial Value Standards (SFVS) annual checklist which all schools must complete and submit to Hertfordshire County Council on an annual basis. Previously the SFVS included a RAG rating section however this has now been removed and is now available through the DfE website. The SFVS was approved and ratified by the governing body. It was agreed that the chair would be the finance link governor. SO'S advised that the school budget is healthy, and the school are expected to have a healthy carry forward for 2022-2023. <p>Governor Question- Why is this? Answer- We do spend the majority of our allocated budget each year however we have carried money over each year to support the budget as this gives us sustainability for the future.</p> <ul style="list-style-type: none"> SO'S advised that the school have been cautious in their pupil numbers and this may increase further. The 2022-2023 budget proposal will be brought to the next full governing body meeting for ratification. 	<p>CW-H</p>
11	<p>To review governor induction, appointments, training, and visits</p> <ul style="list-style-type: none"> Governors were reminded that they must utilise Governor Hub and the courses that are available online with Modern Governor. CW-H will be attending a Governor Visits training course on 16th March 2022. 	<p>All</p>



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	<ul style="list-style-type: none"> • RC advised that during a recent visit to the school, RC asked children who they think governors are and child friendly information was shared. Children then asked RC some very good questions. • It was agreed that governor input would be included in the school newsletter next week. • The chair advised governors to ensure they work through the Great Pathway. 	Chair All
12	<p>To consider staff opinion survey</p> <ul style="list-style-type: none"> • The headteacher advised that the senior leadership team have reviewed the responses of the staff opinion survey. 	
13	<p>To consider safeguarding matters <i>The safeguarding review of annual checklist, review of the Single Central Record, safeguarding bulleting, and the termly safeguarding report were circulated to governors prior to the meeting.</i></p> <ul style="list-style-type: none"> • NL has attended a safeguarding induction session with LY where CPOMS and e-safety were discussed. NL will attend Safeguarding Children training in April 2022. The role of the safeguarding link governor has been shared with LY. • The chair confirmed that he has completed a Safer Recruitment training course and advised that governors who are involved in staff recruitment must attend this training course. • Governors were advised that they must complete a safeguarding children training course even if they have completed the training in another setting. 	All All
14	<p>Ofsted preparation and school website review</p> <ul style="list-style-type: none"> • The school will soon fall into the window for an Ofsted inspection. Governors should book themselves on an Ofsted course via Governor Hub. The chair will organise a session for governors to discuss what they should do to prepare for the inspection. Governors will be expected to meet Ofsted inspectors when they come to the school. 	All
15	<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"> • Assessment Policy. • Data Protection 1 & 2 Policy. • Freedom of Information Policy. • Intimate Care Policy. • LAC Policy. • Pupil Premium Policy. • Records Management Policy. • Records Retention Schedule. • Subject Access Request Policy. • Teaching & Learning Policy. • GDPR Privacy - Governors. • GDPR Privacy - Governors Simple. • GDPR Privacy - Parents Carers Simple. • GDPR Privacy - Parents Carers. • GDPR Privacy - Pupils. • GDPR Privacy - Staff. 	



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	<ul style="list-style-type: none"> GDPR Privacy - Pupils Simple. GDPR Privacy - Staff Simple. 	
16	<p>To agree Annual Plan of Work for governing body and a plan for link governor reports <i>Circulated prior to the meeting the chair updated governors on the following and welcomed any questions.</i></p> <ul style="list-style-type: none"> A governor linked to curriculum is needed. NL agreed to act in this link role. 	NL
17	<p>Any other Business</p> <ul style="list-style-type: none"> None received. 	
18	<p>Future Meeting Dates</p> <ul style="list-style-type: none"> Tuesday 3rd May 2022 at 5.00pm. Tuesday 21st June 2022 at 5.00pm. 	
Meeting Closed 7.15pm		

Actions

Action	Owner
1. Governors were reminded to book themselves on a safeguarding course if they have not already done so.	All
2. The chair will share the date of the next Ofsted training course with governors.	Chair
3. It was agreed that staff wellbeing will be included in the headteacher report going forward.	HT
4. It was agreed that pupil premium will be discussed at the next full governing body meeting.	Agenda
5. It was agreed that a link governor will be added to the SIP on the governor drive. The SIP will also be a working document on the governor drive and governors will add comments to the impact column following their governor visits.	Chair, All
6. It was agreed that governors would meet next term to discuss the SIP in more detail and the chair will confirm a date.	All
7. The headteacher will add staff responsibilities to the SIP on the governor shared drive.	HT
8. Governors were reminded that they must utilise Governor Hub and the courses that are available online with Modern Governor.	All
9. It was agreed that governor input would be included in the school newsletter next week.	Chair
10. The chair advised governors to ensure they work through the Great Pathway.	All
11. The chair confirmed that he has completed a Safer Recruitment training course and advised that governors who are involved in staff recruitment must attend this training course.	All
12. Governors were advised that they must complete a safeguarding children training course even if they have completed the training in another setting.	All
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inspection. Governors will be expected to meet Ofsted inspectors when they come to the school.	
14. A governor linked to curriculum is needed. NL agreed to act in this link role.	NL
15. It was agreed that CW-H would be the health & safety link governor.	CW-H



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