



Oak View Primary & Nursery School

**Oak View Primary & Nursery School
Full Governing Body Meeting
Tuesday 3rd May 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 Shellian Santana- (SA).

In Attendance: Kayleigh Kingsland (Clerk), Sheila O'Shaughnessy- School Business Manager (SO'S) and Sally Turner (ST)- Observer.

ITEM		ACTION
1	<p>Welcome, apologies and approval of absences</p> <ul style="list-style-type: none"> • The chair welcomed everyone to the meeting and introduced ST as an observer who will be joining the governing body as a Co-opted governor. • The chair advised that Rodger Chapman has now resigned from the governing body. Lara Okpor will no longer be joining 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 15th March 2022</p> <ul style="list-style-type: none"> • The minutes of the 15th March 2022 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"> • The chair advised that there are currently no Ofsted training courses available for governors. • All other actions were complete or covered in the agenda for this meeting. 	
6	<p>To receive Curriculum feedback - foundation subjects</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"> • Every subject leader has had half a day out of the classroom to investigate their subject area. • Every subject leader will observe their subject being taught this term. 	

Signed as a true record of the meeting:- Date:.....

21/06/2022

	<ul style="list-style-type: none"> • High quality teaching has been observed by the Senior Leadership Team (SLT) during lesson visits and book looks. One member of staff requires some improvements and actions have been put in place. • The school are in their second phase of the 21st Century curriculum. • All subject leaders have identified areas for development and have informed staff what has worked well and what has not. There were some subject leaders who felt that subject knowledge was not clear i.e. RE and a new scheme will be purchased. <p>Governor Question- How do you pick areas for development? Answer- History and geography was very much about marking and the SLT will review the marking & feedback policy.</p> <p>Governor Question- How will you evidence the progress made and should there be a review date? Answer- This will take place next term. Subject leaders also have their action plans for the whole year in place. I would like to think that subjects leaders now have the confidence to speak to governors about their subject.</p> <p>Governor Question- How does this fit with the SIP? Are you highlighting or RAG rating your SIP? Answer- Yes. We also have our Hertfordshire Improvement Partner (HIP) visit reports on a termly cycle which provides external validation. We now have the curriculum in place and this must now be refined.</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"> • Attendance at the school is current 92.66% which is in line with national average. There have been a number of children absent from school due to extended holidays and religious events. • Letters will be sent to parents reminding them that fines will be reintroduced. Doorstep visits have been carried out for those children who have been absent from school for a prolonged period of time. • The chair advised that governors must ask the headteacher questions on attendance in order to hold the school to account. • Attendance meetings are being arranged for those children whose attendance is low and referrals are being made to the school's Attendance Officer. <table border="1" data-bbox="226 1496 1294 1608"> <thead> <tr> <th>SEND Attendance</th> <th>EHCP Attendance</th> <th>Pupil Premium Attendance</th> <th>High Concerns Attendance</th> </tr> </thead> <tbody> <tr> <td>89.92%</td> <td>85.37%</td> <td>91.19%</td> <td>83.22%</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Whole school staff training linked to the safeguarding audit and present school context has taken place. • New safeguarding and behaviour codes have been established on CPOMS to support more effective management and recording incidents. NL will monitor safeguarding incidents as part of her safeguarding link governor role. • New safeguarding weekly agendas are effective and fully operational. • There have been three internal suspensions since the last meeting. One of these children has now been moved onto behaviour support. <p>Governor Question- Are there any trends?</p>	SEND Attendance	EHCP Attendance	Pupil Premium Attendance	High Concerns Attendance	89.92%	85.37%	91.19%	83.22%	NL
SEND Attendance	EHCP Attendance	Pupil Premium Attendance	High Concerns Attendance							
89.92%	85.37%	91.19%	83.22%							



Answer-We have seen more sexual behaviour incidents. There also appears to be a rise in peer on peer abuse via social media.

Governor Question- How long were these suspensions for?

Answer- Between 1-3 days.

- The new behaviour policy has been drafted by the SLT and is in line with the Local Authority STEPS training.
- A full-time site manager has been appointed from today.
- Teaching assistant and midday supervisor positions are being advertised with 3-5 new positions required for September 2022.
- At present there have been no teacher resignations however staff have until 31st May 2022 to submit their resignations.
- Class teacher positions will be confirmed by 10th June 2022.
- Pupil reports will be sent to parents at the end of term.
- The new SEF is being written and will be complete before the end of the 2022 term.
- Every child was assessed at the end of the 2022 spring term. Every teacher then had a pupil progress meeting with the head of assessment. The school must consider how progress data is evidenced for SEN pupils.
- The headteacher provided data to the governing body for the 2021 autumn and 2022 spring term. Please refer to supporting papers available on Governor Hub for full details.
- The headteacher advised that there has been a drop in data as some children have not absorbed new learning. Staff have been reminded that prior learning and new learning come together and actions have been put in place for teachers to develop this further this term.

Governor Question- If there is a disparity in data between two classes, is this due to the teaching?

Answer- It could be the quality of teaching or it could be due to the demographics of the classes. We will be mixing classes from September 2022 in order to change the demographics.

Governor Question- All of the writing data has been RAG rated as red, is this an area of development for the school?

Answer- Yes. Writing is assessed at the end of the academic year as children are building on their progress. Teachers are also being very cautious in their assessments. Children did not read or write during lockdown which has impacted on their progress. We are having to reteach an awful lot to children.

Governor Question- Have Year 1 been most impacted by Covid-19 and will this follow them throughout their time at the school?

Answer- Yes and this is a national issue.

Governor Question- What can the school do to improve this?

Answer- We have an extra adult in this year group in order to support with phonics. We do have 5 years to get these children back to national. We also have the new reading scheme 'Little Wandle' in place and improvements can already be seen.

- Year 6 will take part in SATS next week and Year 4 will take part in the national timetables test in June 2022. Year 2 SATS will take place during the last week of May 2022. All Year 1 children will sit the phonics screening test in June 2022.



Signed as a true record of the meeting:- Date:.....

21/06/2022

	EYFS Early Learning Goals will be submitted by the end of the 2022 summer term.																																
8	<p>To receive a report on SEN <i>Circulated prior to the meeting LY updated governors on the following and welcomed any questions.</i></p> <table border="1"> <tr> <td>The % of pupils with SEN in our school</td> <td colspan="2">13.8% (National 12.2%)</td> </tr> <tr> <td>The % of pupils with an EHCP in our school</td> <td colspan="2">2.9% (National 3.7%)</td> </tr> <tr> <td>The % of pupils with SEN support</td> <td colspan="2">10.9%</td> </tr> </table> <table border="1"> <thead> <tr> <th></th> <th>Of whole school population</th> <th>Of children identified with SEN</th> <th>Number of children with an EHCP</th> </tr> </thead> <tbody> <tr> <td>The % of children with Communication and Interaction needs</td> <td>6.5%</td> <td>47.5%</td> <td>8</td> </tr> <tr> <td>The % of children with Social, Emotional and Mental Health needs</td> <td>2.7%</td> <td>19.6%</td> <td>2</td> </tr> <tr> <td>The % of children with Cognition and Learning need.</td> <td>3.6%</td> <td>26.2%</td> <td>2</td> </tr> <tr> <td>The % of children with Sensory and Physical needs</td> <td>0.9%</td> <td>6.5%</td> <td>1</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Three further EHCP applications have been submitted, one in Year 2, one in EYFS and one in Year 5. Two have been agreed for assessment phase and the school are waiting to hear regarding the third. A fourth application is underway for a child in Year 3. • The main area of need in the school is communication and interaction. • The school identify children when they have a SEN not when they have gaps in their learning. The school have a flow chart that is followed when identifying learners with SEND in school. The school must ensure that teachers are 			The % of pupils with SEN in our school	13.8% (National 12.2%)		The % of pupils with an EHCP in our school	2.9% (National 3.7%)		The % of pupils with SEN support	10.9%			Of whole school population	Of children identified with SEN	Number of children with an EHCP	The % of children with Communication and Interaction needs	6.5%	47.5%	8	The % of children with Social, Emotional and Mental Health needs	2.7%	19.6%	2	The % of children with Cognition and Learning need.	3.6%	26.2%	2	The % of children with Sensory and Physical needs	0.9%	6.5%	1	
The % of pupils with SEN in our school	13.8% (National 12.2%)																																
The % of pupils with an EHCP in our school	2.9% (National 3.7%)																																
The % of pupils with SEN support	10.9%																																
	Of whole school population	Of children identified with SEN	Number of children with an EHCP																														
The % of children with Communication and Interaction needs	6.5%	47.5%	8																														
The % of children with Social, Emotional and Mental Health needs	2.7%	19.6%	2																														
The % of children with Cognition and Learning need.	3.6%	26.2%	2																														
The % of children with Sensory and Physical needs	0.9%	6.5%	1																														



Signed as a true record of the meeting:- Date:.....

21/06/2022

	<p>following the school's systems so that there is a consistent approach across the school.</p> <ul style="list-style-type: none"> • Targeted support has meant that SEN pupils are making significant progress and ways in which this can be presented must be considered. • All children identified as having SEN now have an individual plan setting targets following the graduated approach of assess, plan, do, review (APDR). These were used at spring parent evening consultations to base discussions around progress and were reviewed for the summer term. • The school uses BOBs (book of brilliance) which show progress made against individual targets within the Assess, Plan, Do, Review cycle. This is a book which collates progress through work examples, observations, photographs, annotations etc. • All phases now have provision maps and provision boxes in place. • Two SEN teaching assistants deliver specific wave 3 interventions for certain individual children. • A new SEN governor is required. • Changes to parents evening and end of year report templates will be made in order for parents to see both attainment and progress. • The service provided by the Hertfordshire County Council SEND team has not been strong this academic year. Annual review paperwork has not been sent through in specific time frames. This has meant that some reviews have been held back. The school are holding further reviews before amended EHCPs come back. The school currently have two Year 6 pupils who are still waiting for secondary placements (specialist request) and no communication has been received. • The SEND budget has contributed to £10,041.92 on resources for provision, class teaching assistants, 1:1 teaching assistants, SEND teaching assistants, and other resources e.g. developing the school environment. <p>Governor Question- Do you have an input on SEN during the budget setting? It would be good if the SENCo was involved.</p> <p>Answer- This is something that we are working towards.</p> <p>EHCP banding and local high needs funding:</p> <ul style="list-style-type: none"> • The school received £35,000-£40,000 funding for EHCPs. • £40,000 Additional Targeted Funding (ATF) based on number of EHCPs above band 2 and ENF >16 hours. • This funding is used to contribute towards: 1:1/SEN teaching assistants to support individual children, to provide therapeutic interventions, and specialist resources. • Pupil premium funding has also been used to provide resources for the nurture group, resources for provision, and play therapy and Home School Outreach as there is a cross over in SEN and pupil premium children. • Continuous staff development is provided through the SEN pathway. • The headteacher and SENCo attended the SEN conference. • Staff development will be considered further. • Home School Outreach have supported 12 children across Key Stage 2. The school will be considering Home School Outreach this term as the school have not been fully satisfied with the service. 	
--	---	--



Signed as a true record of the meeting:-

21/06/2022
Date:.....

	<p>Governor Question- Is the school's SEN offer on the school website? Answer- Yes. LY is now working on Early Help and a further update will be provided in September 2022.</p>	
9	<p>To receive a report/update on Pupil Premium and Sports Premium</p> <p>Pupil Premium <i>The pupil premium strategy was shared with governors prior to the meeting. The headteacher updated governors on the following and welcomed any questions.</i></p> <ul style="list-style-type: none"> • A pupil premium meeting will take place with each teacher this term. Pupil voice and book looks have also been carried out for pupil premium children. • The school now have a pupil premium leader in place which will enable the school to be more accountable for the funding going forward. • The chair advised that the Government White Paper advises that pupil premium funding can now be used school wide. • It was agreed that SA will carry out a pupil premium governor visit this term. <p>Sports Premium <i>The sports premium strategy was shared with governors prior to the meeting. The headteacher updated governors on the following and welcomed any questions.</i></p> <ul style="list-style-type: none"> • Some of the school's sports premium funding is used to subscribe to the Welwyn Hatfield School Sports Partnership (through Onslow Secondary). • Daily movement breaks and daily exercise takes place. All children thoroughly enjoy these movement breaks as it helps to refocus and stimulate the brain for learning. • Teachers and the sports coordinator report that pupils are responding more positively to PE lessons. High quality resourced lessons are being delivered. • Impact shown by observations of better quality teaching and learning. • The school are purchasing an exercise trial which will be in place for September 2022. • Every Key Stage 2 child will take part in a new sport each year. <p>Governor Question- Will swimming lessons resume? Answer- Yes from September 2022. These will now take place in 10 sessions over 10 days. It is currently being determined who will fund this. We can use the sports premium funding for catch-up swimming but not for curriculum swimming.</p>	SA
10	<p>To review School Improvement Plan</p> <ul style="list-style-type: none"> • The 2021-2022 School Improvement Plan and the School Improvement Plan 2022 Spring term visit report. was circulated to governors prior to the meeting. There were no further updates or questions asked. 	
11	<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"> • The SFVS was submitted to Hertfordshire County Council before the submission deadline and is available for governors to view on Governor Hub should they wish to. • The school have a carry forward of £280,000 for 2021-2022 which is more than what was anticipated. This is due to a higher number of pupils on roll than expected in Reception. The school also did not budget for the 30-hour Nursery 	



Signed as a true record of the meeting:- Date:.....

21/06/2022

	<p>children. The school also budgeted for class refurbishments last year which did not take place.</p> <ul style="list-style-type: none"> • The school have a £93,000 income variance which relates to EYFS numbers, SEN funding, nursery fees, and expenditure savings. • The school will have a £91,000 deficit for 2022-2023 which is largely due to staffing however the school have the reserves to support the budget. • Additional expenditure for utilities has had to be considered and the school have budgeted 200% more under the advice of Hertfordshire County Council. • £30,000 has been allocated to classroom refurbishments in the 2022-2023 budget however this may increase. Some of this work may also be carried out in-house where possible. • Some of the pupil premium funding will be carried forward however plans are in place as to where this funding will be spent. • A teacher will be leaving the school and will not be replaced and this must be considered by the SLT. • The chair advised that all schools are likely to have a deficit in year 2 and year 3 as it is extremely challenging to budget 3 years ahead however this is expected to improve year on year. • The governing body approved and ratified the 2022-2023 school budget. 	
12	<p>To review declarations, governor induction, appointments, training, and visits</p> <ul style="list-style-type: none"> • All governors will ensure that their DBS check is complete on Governor Hub. • The headteacher advised that he will be booking onto a training course which prepares a headteacher for the initial Ofsted telephone call. • Governors were asked to continue to book onto any relevant training courses. • Information on the Great Pathway was shared with governors prior to the meeting for future consideration. • A future governor strategy session will be confirmed with governors. • The governing body still have some vacancies remaining and the chair asked governors to consider any possible candidates. • Governor role descriptors were shared with governors prior to the meeting for governors to consider. 	<p>All</p> <p>All</p> <p>Chair</p> <p>All</p>
13	<p>To consider safeguarding matters</p> <ul style="list-style-type: none"> • The safeguarding review of annual checklist and summary was circulated to governors prior to the meeting as well as the CPOMS level descriptors. There were no further updates or questions asked. 	
14	<p>Ofsted preparation and school website review</p> <ul style="list-style-type: none"> • The headteacher advised that the school website has been updated by SO'S. The website will be reviewed again in September 2022. 	
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"> • Adoption Policy. • Capability Policy. • Lettings Policy. • Maternity Leave Policy. • Emergency Plan. 	



Signed as a true record of the meeting:-

21/06/2022
Date:.....

	<ul style="list-style-type: none"> • Parental Bereavement Leave Policy. • Paternity Leave Policy. • Shared Parental Leave (Birth) Policy. • Shared Parental Leave (Adoption) Policy. • Unpaid Parental Leave Policy. • Whistleblowing Policy. • The policy review document was also shared with governors prior to the meeting. <p>Behaviour Policy</p> <ul style="list-style-type: none"> • The headteacher advised that the school behaviour policy has been rewritten and the school have referred to The Key for guidance. • The headteacher provided an overview of the circulated behaviour policy. • The chair advised that should there be an exclusion, the panel must be assured that the school's behaviour policy has been adhered to. • The headteacher advised that the behaviour policy will be broken down to one A4 page for parents and staff. • The behaviour policy has now been shared with staff for consultation and staff have two weeks to respond. • Governors were asked to send any comments or questions they have on the behaviour policy to the headteacher within the next two weeks with the intention that the policy will be approved by governors at the next full governing body meeting and in place from September 2022. <p>Time off for Dependents Policy</p> <ul style="list-style-type: none"> • SO'S advised that the time off for dependents model policy has been updated and states that staff have the right to take time off for dependents. • Currently, support staff are not paid when taking time off to care for a dependent however teaching staff are paid. • The school would like to have an agreed approach in place and this is up to individual schools to decide. • It was agreed that this will be discussed further at the next meeting. 	<p>All</p> <p>Agenda</p>
16	<p>To agree Annual Plan of Work for governing body and a plan for link governor reports</p> <ul style="list-style-type: none"> • The Annual Plan of Work for the governing body and the plan for link governor reports were shared with governors prior to the meeting. There were no further updates or questions asked. 	
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"> • 21st June 2022 at 5.00pm. 	
19	<p>2022-2023 Meeting Dates</p> <ul style="list-style-type: none"> • 12th September 2022. • 18th October 2022. • 30th November 2022. • 18th January 2023. • 9th February 2023. • 22nd March 2023. 	



Signed as a true record of the meeting:-

21/06/2022
Date:.....

	<ul style="list-style-type: none"> • 2nd May 2023. • 20th June 2023. 	
Meeting Closed 7.15pm		

Actions

Action	Owner
1. NL will monitor safeguarding incidents as part of her safeguarding link governor role.	NL
2. It was agreed that SA will carry out a pupil premium governor visit this term.	SA
3. All governors will ensure that their DBS check is complete on Governor Hub.	All
4. Governors were asked to continue to book onto any relevant training courses.	All
5. A future governor strategy session will be confirmed with governors.	Chair
6. The governing body still have some vacancies remaining and the chair asked governors to consider any possible candidates.	All
7. Governors were asked to send any comments or questions they have on the behaviour policy to the headteacher within the next two weeks with the intention that the policy will be approved by governors at the next full governing body meeting and in place from September 2022.	All
8. The time off for dependents policy will be discussed further at the next full governing body meeting.	Agenda



Signed as a true record of the meeting:-

21/06/2022

Date:.....