



Oak View Primary & Nursery School

**Oak View Primary & Nursery School
Full Governing Body Meeting
Tuesday 2nd May 2023 at 5.00pm
Minutes**

Present: Neil Richardson (Headteacher), Anthony Kent (Chair), Louise Young- SENCo (LY), Kady Sanoho (KS), Sarah Coull (SC), Mo Molaei (MM), Jules Rayner (JR), Sheila O’Shaughnessy- School Business Manager (SO’S) and Gemma Kelly (GK).

Non-Attendance: Claire Wiltshire-Hunt (CW-H).

In Attendance: Kayleigh Kingsland (Clerk) and Linda Chesworth (LC)-HfL Hertfordshire Improvement Partner.

ITEM		ACTION
1	<p>Welcome, apologies and approval of absences</p> <ul style="list-style-type: none"> • The chair welcomed everyone to the meeting. • CW-H did not send apologies for the meeting and therefore this absence was not approved by the governing body. • The chair introduced LC as the school’s Hertfordshire Improvement Partner (HIP) who will be providing feedback to the governing body following her visit in the school today. 	
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 16th March 2023</p> <ul style="list-style-type: none"> • The minutes of 16th March 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. 	
5	<p>Matters arising from the previous minutes</p> <ul style="list-style-type: none"> • The chair will direct governors to the school’s Pupil and Governor Relationships policy on Governor Hub. • The chair will contact those governors who have not made their self-declarations on Governor Hub. 	<p>Chair</p> <p>Chair</p>

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	<ul style="list-style-type: none"> • The headteacher advised that staff attendance data will be shared at the next full Governing Body meeting. • MM confirmed that he has carried out a safeguarding link governor visit where the Single Central Record was reviewed. • All other actions were complete or covered in the agenda for this meeting. 	HT
6	<p>Hertfordshire Improvement Partner visit feedback</p> <ul style="list-style-type: none"> • LC advised that she is a Herts for Learning Hertfordshire Improvement Partner (HIP) who works in partnership with schools. • LC invited governors to attend her feedback sessions at the end of each of her visits. • LC has worked with the headteacher for two years. In these two years, LC has seen many improvements in the school. • LC has seen improvements in the curriculum at the school as well as safeguarding, and safeguarding is a very vigorous procedure in the school. The school are utilising CPOMS to strengthen their processes. It is very good practice that the school produce a safeguarding bulletin on a regular basis. • The school are working extremely hard on improving attendance across the school. • Strategic leadership is in place as well as working partnerships. • Leaders are prioritising what actions need to take priority i.e., the curriculum. • During LC's visits, LC carries out short classroom visits where positive behaviour has been observed. Classrooms feel a lot calmer, and staff are managing behaviour well. • LC's reports are always shared with governors ahead of each full governing body meeting. LC confirmed that the school are following their actions following each of her visits. • LC advised that the school's children are fabulous, and LC carries out pupil voice with children when visiting the school. Following pupil voice today, Year 2 children were able to articulate what they have learnt, and this will be an action for the school to strengthen. SLT must also consider feedback from pupils. Children have advised that they are grateful for the opportunities that the school have given them. Newer children also advised that they feel welcome at the school, staff are kind, friendly, and respectful, and the methods the school use to teach are better than their previous school. These children also advised that they feel like they have made improvements and progress since joining the school. Children also advised that they like receiving verbal feedback from teachers. • LC also meets with curriculum leaders and the school are supporting subject leaders to strengthen. Actions are also identified for leaders. <p>Governor Question- How do you encourage those children who do not want to engage with you?</p> <p>Answer- It is very important to get SEN pupil voice and the school can support with this. I would never put pressure on a child to take part. I am amazed by how much information SEN pupils have told me during SEN pupil voice. If the group of children given to me are not diverse enough, I would inform SLT of this.</p> <ul style="list-style-type: none"> • LC advised that she is in the process of linking the school with another school in order to share best practice. • The school work incredibly hard in personal development. 	



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	<ul style="list-style-type: none"> LC advised that it is likely the school will have a Section 8 Ofsted Inspection. The school will receive two days' notice which will begin with a 90-minute phone call with the headteacher where all the Ofsted areas will be discussed and the headteacher will share various school documents with the inspector. Deep dives will take place on day one of the inspection and this will be followed by a meeting with governors on day two. The inspector will also want to meet with parents. The school will not necessarily get to choose the three subjects that the inspector will carry out deep dives in however the school have identified their strongest subjects. <p>Governor Question- How can governors prepare for the meeting with the inspector? Answer- By reading my HIP reports. Governors could also accompany me on one of my visits as this will support governor confidence.</p> <ul style="list-style-type: none"> Governors were invited to attend the next HIP visit on 30th June 2023. <p>Governor Question- How do inspectors select parents to speak to? Answer- The inspector would speak to parents during drop off and collection times at the school gate. Parent voice will also be carried out.</p> <p>Governor Question- Are parent governors allowed to take part in parent voice? Answer- Yes.</p> <p>Governor Question- Are parent governors allowed to speak to other parents about the inspection prior to the inspection and ask them to be on the school gate to talk to the inspector? Answer- Yes.</p>	
7	<p>To receive headteacher report <i>Circulated prior to the meeting, the headteacher updated governors of the following and welcomed questions.</i></p> <ul style="list-style-type: none"> The English Hub visit the school every half term which has been very supportive for the school. Phonics delivery has improved, and phonics knowledge has been incorporated into collective reading. 71% of Year 1 children passed the phonics screening last week and the school aspire to achieve 70%-75%. 14 children have been identified as on the cusp of passing and these children will be receiving additional support. <p>Governor Question- How many children passed last year? Answer- 61%.</p> <ul style="list-style-type: none"> Key Stage 2 SATs will take place next week and governors were invited to visit the school to observe these examinations. This would also support best practice to ensure the school are compliant. Governors will confirm their attendance with the headteacher. Dress to Express has taken place in the school. Mental health week will also take place this term. Children have visited the Royal Albert Hall. Year 5 children got through to the Dance Finals and also completed a 5-week PCSO course. Litter picking has also taken place in Hatfield. The school have some behaviour concerns which they are addressing. Attendance has improved this term. Persistent absentees are at 23% which relates to specific families. There are also some families who have taken extended holidays. <p>Governor Question- Are children allowed to make up time if they are absent?</p>	All



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	<p>Answer- No.</p> <p>Governor Question- Is sickness considered in these figures? Answer- Yes, we do authorise sickness however we do look at patterns in sickness.</p> <p>Governor Question- Is there any scope for those children with long term illnesses? Answer- Yes.</p> <p>Governor Question- How are children who arrive late to school recorded? Answer- The register closes at 9.20am. If they arrive after 9.25am, this is classed as a non-authorised absence for that morning. If a family have 15 unauthorised absences a term, we can fine them.</p> <ul style="list-style-type: none"> • There are currently 436 children on roll in the school. 60 places have been allocated for Nursery for September 2023. • There are 16 children in the school with an Education Health Care Plan (EHCP) with a further 6 assessments in place. 4 Year 6 children with EHCP will be leaving the school at the end of the academic year. <p>Governor Question- Are these children funded for? Answer- We will be funded for the Year 6 children up until they leave the school and will receive the funding for the 12 pupils. The funding for the new children who join the school with an EHCP will be backdated.</p> <ul style="list-style-type: none"> • The school are working alongside educational phycologists and the Virtual Schools Team who are supporting one of the school’s Looked After Children. • Further redecoration has taken place in the school and finger guards and new furniture has been purchased. Further re-decoration and new toilets have been budgeted for for this year. • Two members of staff continue to be on long term sick leave. • A part-time teaching assistant has been appointed for Year 1. • LY and Miss Hall, Deputy Headteacher, have been working with the Hatfield and Welwyn Partnership and families are receiving support. 	
8	<p>To receive a Finance report to include ratification of the 2023-2024 budget <i>All papers were circulated to governors prior to the meeting, SO’S, the chair and headteacher updated governors of the following and welcome any questions.</i></p> <ul style="list-style-type: none"> • The school has a carry forward for 2022-2023 of £315,000. • There have been a number of changes 2022-2023 budget in terms of staffing costs that the school did not receive any funding for. • The school now have staff insurance in place and the school have received the premium when making claims. Staff absence insurance does not apply until after day 5. <p>Governor Question- Will the staff insurance policy be changed due to the current staff sickness you have? Answer- All support staff are now covered in the policy should they be absent over 30 days. Staff can also access a wellbeing service.</p> <ul style="list-style-type: none"> • There was an overspend in agency staff as the school were unsuccessful at recruitment. • The school received more funding for pupils with an EHCP than expected. • The school received funding for the National Tutoring Programme however as the funding was not spent, the government took the money back from the 	



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	<p>school. The government are providing further funding to schools which is not so ring fenced.</p> <ul style="list-style-type: none"> • The school have carried over £19,000 of sports premium funding into the 2023-2024 financial year and the school have plans as to where this funding will be spent. The school's Play Leader is funded using this funding as well as the school's Forest School. • The school have spent all of the 2022-2023 set budget. Although the school do have a carry forward, it is not the school's intention to carry this funding forward as the funding must be spent on improving outcomes for pupils. <p>Governor Question- The school are now £26,000 better off in Herts Catering and Free School Meals, why is?</p> <p>Answer- On the day that the Census took place, we offered all our Year 1 children the opportunity to have a free school dinner on that day. The government fund the school on the number of pupils the school anticipates having a Free School Meal on that day. We have also received a £6,000 rebate.</p> <ul style="list-style-type: none"> • The 2022-2023 year-end was approved and ratified by the governing body. • The chair advised that the school's three-year plan shows that the school are in a deficit this year. It is predicted that the school will have a £85,000 deficit this year which will be supported by the school's carry forward. It is also predicted that the school will have a £85,000 deficit for 2023-2024 which will reduce the school's surplus further. In year 3, the school will have a £122,000 deficit which again will be supported by the school's surplus. The chair advised that it is a very positive place for the school to be in as the school still have reserves in year 3. • SO'S advised that staffing is the school's largest spend as the school have very experienced members of staff. • The school have been cautious in their pupil number projections and expect to gain further children. <p>Governor Question- Why do nursery children not go on to join the reception?</p> <p>Answer- Some children do, but there are children who go to the free school or the academy. It is down to parental choice.</p> <p>Governor Question- How many places do you have for the nursery?</p> <p>Answer- 52.</p> <p>Governor Question- Have you considered the cost of hardware increasing in ICT?</p> <p>Answer- ICT was a hard area for us to budget for and we had to reduce this funding. We can use capital funding to purchase hardware. We did spend a lot on updating ICT in the school in 2020-2021. We have budgeted for a new server.</p> <p>Governor Question- Do you have a parent app?</p> <p>Answer- We did have Arbor as well as School Coms however Arbor has not worked well for us as a school, and so we have remained with School Coms.</p> <ul style="list-style-type: none"> • The 2023-2024 school budget was approved and ratified by the governing body. 	
9	<p>T&L/Curriculum Report</p> <ul style="list-style-type: none"> • This will be an agenda item at the next full governing body meeting. 	Chair
10	<p>Governor Visits, Training, and Induction</p> <ul style="list-style-type: none"> • GK has carried out a SEND link governor visit, and this report had been shared with governors ahead of the meeting. GK has a further SEND visit confirmed with LY. 	



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	<ul style="list-style-type: none"> • GDPR- Data Protection Policy. • GDPR- Data Security Policy. • GDPR- Freedom of Information Policy. • GDPR- Records of Management Policy. • GDPR- Records Retention Schedule. • GDPR- Subject Access Request Policy. • Governing Body Code of Conduct, Monitoring Visits and Allowance Policy. • Governor GDPR Privacy Notice. • Parent and Carers GDPR Privacy Notice. • Pupil GDPR Privacy Notice. • Staff GDPR Privacy Notice. • Relationships at Work Policy. • Safer Recruitment Policy. • SO'S will share the Pupil Relationship Declaration Policy with governors. 	
15	Any other Business <ul style="list-style-type: none"> • None received. 	
16	Future Meeting Dates <ul style="list-style-type: none"> • Tuesday 20th June 2023 at 5.00pm. Agree dates for 2023/2024 <ul style="list-style-type: none"> • Thursday 14th September 2023. • Tuesday 17th October 2023. • Thursday 23rd November 2023. • Tuesday 16th January 2024. • Thursday 15th February 2024. • Thursday 21st March 2024. • Thursday 16th May 2024 at 4.00pm. • Tuesday 18th June 2024. 	
Meeting Closed 6.00pm		

Actions

Action	Owner
1. The chair will direct governors to the school's Pupil and Governor Relationships policy on Governor Hub.	Chair
2. The chair will contact those governors who have not made their self-declarations on Governor Hub.	Chair
3. The headteacher advised that staff attendance data will be shared at the next full Governing Body meeting.	HT
4. Key Stage 2 SATs will take place next week and governors were invited to visit the school to observe these examinations. This would also support best practice to ensure the school are compliant. Governors will confirm their attendance with the headteacher.	All
5. T&L/Curriculum Report will be an agenda item at the next full governing body meeting.	Chair
6. MM will complete a governor visit report following his safeguarding visit to the school.	MM



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7. Those governors attending SATs week will produce governor visit reports.	All
8. The chair reminded those governors who are yet to complete the governor skills audit to complete and return the audit to him.	All
9. The SIP has been slightly amended and this will be shared with governors following the meeting. This will also be shared with staff to ensure that everyone is aware of what the school are working towards.	HT
10. A summary of the context of the school has been produced and shared with governors. This context will be updated by the headteacher on a regular basis. Governors must also familiarise themselves with this information ahead of an Ofsted inspection.	All
11. SO'S will share the Pupil Relationship Declaration Policy with governors.	SO'S



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