



Oak View Primary & Nursery School

**Oak View Primary & Nursery School
Full Governing Body Meeting
Tuesday 18th June 2024 at 5.00pm
Minutes**

Present: Neil Richardson- Headteacher, Anthony Kent- Chair of governors, Sheila O'Shaughnessy- School Business Manager (SO'S), Lesley Waddingham (LW), Kady Sanogo (KS), Jules Reyner (JR), Sarah Coull (SC), Claire Wiltshire-Hunt (CW-H), and Gemma Kelly (GK).

Apologies: Mo Molaei (MM).

In-Attendance: Kayleigh Kingsland- Clerk, Andrew Barnes (AB)- DT Lead- item 6 only, Kevin Cahill (KC)- RE Leads- item 6 only.

ITEM		ACTION
1	<p>Welcome, apologies and approval of absences</p> <ul style="list-style-type: none"> The chair welcomed everyone to the meeting. MM sent apologies for the meeting and this absence was 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"> Staff disciplinary. 	
4	<p>To approve the minutes of the previous meeting</p> <ul style="list-style-type: none"> The minutes of 21st March 2024 were agreed as a true record of the meeting and will be signed by the chair of governors on GovernorHub. 	
5	<p>Matters arising from the previous minutes</p> <ul style="list-style-type: none"> All actions were complete or covered in the agenda for this meeting. 	
6	<p>School Leaders information sharing</p> <p><i>Staff delivered presentations to governors on History and Geography and welcomed governor questions. Please refer to Appendix A and B.</i></p> <p>RE (KC)</p> <p>Governor Question- Do children get a chance to look at the floor books once they are produced?</p>	

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	<p>Answer- Yes.</p> <p>Governor Question- Do you get any pushback from parents? Answer- Yes there has been some and we meet with these parents to discuss the benefits of the curriculum and attending school trips.</p> <p>Governor Question- Do parents get to see the floor books? Answer- Yes during open evenings.</p> <p>DT (AB)</p> <p>Governor Question- What do children cook in cookery lessons? Answer- This is curriculum based. Year 6 have visited Bishops Hatfield School this term and used their home economics kitchen.</p> <p>Governor Question- How do you adapt cooking classes for pupils who have dietary requirements? Answer- The recipes are there to be altered.</p> <p>Governor Question- SEN pupils tend to excel in practical subjects, is there any evidence of this? Answer- Yes, SEN pupils thrive in practical subjects. One Year 6 pupil really enjoyed making an Anderson Shelter and was very engaged with the learning aspect around this.</p>	
7	<p>To receive headteacher written report <i>Circulated prior to the meeting, the headteacher updated governors on the following and welcomed questions.</i></p> <ul style="list-style-type: none"> • The headteacher advised that the school are fully staffed ahead of September 2024 and the SLT has been finalised. • The school budget has been confirmed and savings have been made where possible. • The school have recently changed their ICT provider which has been very supportive to the school. • Work is now complete on the new PPA room and SLT office. • The headteacher advised that there is very good practice in the school and the school have a positive team, with staff taking ownership and responsibility for the school. Staff are looking to improve and provide good outcomes for children as well as raising standards. • There have been 43 different pupil experiences in the school this term and the headteacher thanked all staff for their contribution in making this such a success. • Mental health week took place in the school this term and staff knowledge on mental health and wellbeing is increasing. • Music week is taking place in the school this week with a number of activities and events planned for pupils. • Statutory assessments have taken place in the school this term. • The finalisation of the long-term plans for writing and implementation has taken place this term which focuses on new texts, quality of planning, and modelled writing. • Learning walks across the school focused upon writing and positive feedback was provided to teachers with clear points to develop next term. • Staff have taken part in a range of CPD opportunities to support practice in the school. 	



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<p>Governor Question- Have you carried out any work on mental health for staff? Answer- Staff found the mental health week extremely beneficial. We also have a first aid mental health lead in place and offer staff various opportunities to support their mental health and wellbeing.</p> <ul style="list-style-type: none"> • The school continue to support some high level of needs pupils and external agencies have confirmed that the school's practice is strong. <p>Governor Question- The Dali room has been very successful this year, how will pupils be supported next year? Answer- The SENCo and I are discussing this at the moment however we do have another room that could be used next year. We also have an advert out for an SEN assistant which would extend the SEN team to 2 members of staff.</p> <p>Governor Question- This year's EYFS cohort have a high level of need, how will these pupils be supported in Year 1? Answer- Each class will have a class teacher, a teaching assistant, and one additional adult.</p> <ul style="list-style-type: none"> • 5 children are working with the DSPL which relates to difficult behaviours of children. One child is now having a two-term placement in the Behaviour Hub at Swallow Dell School and a second child is receiving 3 x behaviour support lessons per week. <p>Governor Question- Will the child at the Behaviour Hub return to the school? Answer- Yes however they may require continued support.</p> <ul style="list-style-type: none"> • EYFS parents visited the school last week ahead of their children joining Reception in September 2024 and this was very well attended. <p>Governor Question- Why are pupil number for EYFS less this year? Answer- The local authority has advised that the birth rate is at the lowest it has been for centuries. Historically we always have children join us late and this number is expected to increase.</p> <ul style="list-style-type: none"> • Predicted assessment outcomes are as follows: <ul style="list-style-type: none"> - EYFS Early Learning Goals- 67%. - Year 1 phonics- 87% which is a significant improvement and the school's target for this year was 75%-80%. - Year 2 phonics (20 retakes)- 60%. - Year 6- writing 57%, science 70%, maths 65%-69%, and reading 64%-69%. <p>Governor Question- Why has there been such a big improvement in phonics this year? Answer- These are the children who have had 2 continuous years of Little Wandle.</p> <p>Governor Question- When do the children who have required interventions in phonics get re-assessed? Answer- Children will be reassessed next week and it is looking positive.</p> <ul style="list-style-type: none"> • Year 6 writing and science is based on teacher assessment and the school were moderated in writing this year. 11 pupils were moderated, and the adviser agreed with all the school's assessments, and some were increased. <p>Governor Question- Was there anything in the SATs papers that you will consider ahead of next year's tests?</p>	
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	<p>Answer- The reading paper in particular was fairly lengthy, and children had to answer 36 questions on this. There was also some language used that some of our pupils may not have been exposed to.</p> <p>Governor Question- Did mental health week take place before or after the Year 6 SATs? Answer- The week after.</p> <p>Governor Question- Some Year 5 children have advised the school's mental health lead that they are concerned about the SATs next year, has anything be done to support these pupils? Answer- Year 6 children will be meeting with Year 5 children to discuss their experiences.</p> <ul style="list-style-type: none"> • The school's School Effectiveness Adviser (SEA) has carried out a visit on behaviour and this visit report has been shared with governors. • The school currently have 443 pupils on roll. This term 8 new children have joined the school and 8 have left. • Persistent absentees have reduced to 15.5% and the overall attendance of the school is 93.4% which is an improvement on previous years. • Two of the school's SEN pupils have been allocated places at specialist provision and will be leaving the school. • There are 4 Looked After Children on roll in the school. • There have been 12 contacts from Children's Services and 3 DASU reports. • 4 pupils have been suspended this term totalling 8 days. <p>Governor Question- Do these suspensions relate to different pupils? Answer- Yes.</p> <ul style="list-style-type: none"> • The school continue to have an employment tribunal and part 1 of the hearing will take place on 10th July 2024. The school's lawyer believes that this is likely to move to a 3-day court hearing in 2025. • One member of staff has been dismissed under gross misconduct. • 4 members of staff will be leaving the school at the end of the academic year and one member of staff will be going on maternity leave. One member of staff will return to school from maternity leave and will be working reduced hours for the academic year from September 2024. 5 teachers have been appointed ahead of the 2024-2025 academic year. <p>Governor Question- Are exit interviews carried out with staff? Answer- Yes.</p> <ul style="list-style-type: none"> • The headteacher advised that the SLT will be reviewing the 2023-2024 School Development Plan to determine the impact against the priorities ahead of writing the 2024-2025 plan. This will be presented to the governing body in October 2024. <p>Governor Question- Will staff be asked to complete the impact column in the current SDP? Answer- Yes.</p>	
8	<p>To review finance report <i>All papers were shared with governors prior to the meeting. SO'S updated governors on the following and welcomed questions.</i></p> <ul style="list-style-type: none"> • The chair advised that the 2024-2025 school budget has been approved by the governing body online. 	



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	<ul style="list-style-type: none"> • SO'S advised that she, the headteacher, and the school's School Finance Adviser carried out a vast amount of work in order to reduce the school's in-year deficit to £45,000 for 2024-2025. Salaries were estimated at the time of budget setting as recruitment was being carried out at the time and this will be reviewed during the next meeting with the school's School Finance Adviser. The school budgeted for a PPA teacher however an alternative structure will be implemented, and savings will be made. • Benchmarking has been carried out which has not highlighted any concerns. • The school had a £244,000 carried forward from 2023-2024 which is extremely positive. • The school have budgeted for more on school trips as there are parents who do not make the voluntary contribution. • The school have purchased a second-hand minibus which will facilitate the school with taking children on school trips. This was funded from the school's fund account and will support with the significant increase in coach hire costs. <p>Governor Question- Are you finding that parents do not make the voluntary contribution towards school trips?</p> <p>Answer- Yes as we must state that it is a voluntary contribution. As a lot of our trips are free, and now have a school minibus, we could ask parents for a £1.00 voluntary donation to pay for the fuel.</p> <p>Governor Question- Do the school have a PTA?</p> <p>Answer- No.</p> <p>Governor Question- Why not?</p> <p>Answer- We previously had a very strong PTA however once these parents left the school when their child left Year 6, there was no uptake from parents. Most parents work, and do not have the capacity.</p> <p>Governor Question- Do you have many lettings?</p> <p>Answer- We have had people hire the school during the school holidays and we have after school clubs. This is not something that we have widely advertised as we have not needed to. It would be slightly tricky as some parts of the school cannot be secured.</p> <ul style="list-style-type: none"> • The school's new ICT provider have carried out a review of all the school's devices and have identified that there are desktops and whiteboards that need to be replaced at a cost of £22,200. As part of Keeping Children Safe in Education 2024 schools are now required to monitor the use of school devices. A filtering and monitoring service is available for the school at a cost of £4.50 per child device per year group however the school would only need to have this in place in Key Stage 2. Therefore, there is expected to be around an additional spend in ICT of around £25,000 which the school have not budgeted for. The headteacher will ensure that the correct tendering processes are carried out. • There is a rise in cyber fraud in schools at present. All staff will have dual authentication from September 2024, and this will not cost the school any money. <p>Governor Question- How will dual authentication work as often you have to have an authenticator on another device?</p> <p>Answer- Staff are already doing this at present to access their payslips.</p>	
9	Governor visits, training, and induction	



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	<ul style="list-style-type: none"> • GK has booked to attend an Exclusions training course next term. • Governors were invited to attend the school's Safeguarding Level 1 training and the date will be shared with governors once confirmed. • The chair advised that JR will be leaving the governing body at the end of academic year and thanked JR for her time and work as a governor. • The chair has contacted MM to confirm his commitment to the governing body and is awaiting a response. • The chair advised that CW-H's parent governor term of office will expire in August 2024 and CW-H will inform the chair if she wishes to continue. • It was agreed that the governing body strategic session will take place next term following governor recruitment. • The chair will share some self-assessment resources with governors to complete over the summer holidays. 	<p>HT</p> <p>CW-H</p> <p>Chair</p>
10	<p>Polices for approval</p> <p><i>Circulated prior to the meeting the following policies were approved by the governing body subject to any governor amendments:</i></p> <ul style="list-style-type: none"> • Capability Policy. • Code of Conduct for Employees. • Data Protection Policy. • Data Security Policy. • Flexible Working Policy. • Freedom of Information Policy. • Governing Body Allowances Policy. • Governing Body Code of Conduct Policy. • Governing Body Visits Policy. • Parental Bereavement Leave Policy. • Parental Leave (Unpaid) Policy. • Privacy Notices. • Records Management Policy. • Records Retention Policy. • Safer Recruitment Policy. • Subject Access Request Policy. • Whistleblowing Policy. 	
11	<p>Safeguarding</p> <ul style="list-style-type: none"> • There were no further updates. 	
12	<p>Any other Business</p> <p>Staff Disciplinary</p> <ul style="list-style-type: none"> • Please refer to confidential part II meeting minutes. 	
13	<p>2023-2024 Meeting Dates all at 5.00pm</p> <ul style="list-style-type: none"> • 12th September 2024. • 15th October 2024. • 21st November 2024. • 15th January 2025. • 20th March 2025. • 15th May 2025. 	



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	• 17 th June 2025.	
Meeting Closed at 7.05pm		

Actions

Action	Owner
1. Governors were invited to attend the school's Safeguarding Level 1 training and the date will be shared with governors once confirmed.	HT
2. The chair advised that CW-H's parent governor term of office will expire in August 2024 and CW-H will inform the chair if she wishes to continue.	CW-H
3. The chair will share some self-assessment resources with governors to complete over the summer holidays.	Chair



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