



Oak View Primary & Nursery School

**Oak View Primary & Nursery School
Full Governing Body Meeting
Thursday 6th March 2025
At 5.00pm
Minutes**

Present: Neil Richardson- Headteacher, Sheila O'Shaughnessy- School Business Manager (SO'S), Kady Sanogo (KS), Sarah Coull (SC), Lee Bradley (LB), Karis Robinson (KR), and Gemma Kelly (GK).

Apologies: Anthony Kent- Chair of governors, and Lesley Waddingham (LW).

In-Attendance: Kayleigh Kingsland- Clerk, Siobhan Stuart (SS)- Deputy Headteacher- observer, and Tricia Hill (TH)- School's Financial Adviser- item 6 only.

ITEM	ACTION
<p>1. Welcome, apologies and approval of absences</p> <ul style="list-style-type: none"> • The headteacher welcomed everyone to the meeting. • The chair of governors and LW sent apologies for the meeting and these absences were approved by the governing body. The headteacher agreed to chair the meeting in the chair of governor's absence. • GK advised that she would need to leave the meeting at 5.30pm. 	
<p>2. 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. 	
<p>3. Any other business</p> <ul style="list-style-type: none"> • None received. 	
<p>4. To approve the minutes of the previous meeting</p> <ul style="list-style-type: none"> • The minutes of the previous meeting were agreed as a true reflection of the meeting and will be signed by the chair of governors. 	
<p>5. Matters arising from the previous minutes</p> <ul style="list-style-type: none"> • The school's IDSR data was shared with governors prior to the meeting. The only area that the school are below average in is SEN and the school's SENCo is currently exploring this. The school are above average in pupil base deprivation. The school have a significantly above average number of pupils on roll who are African, White, and Asian, and any other White background. The proportion of education support staff relative to teaching staff was in the highest 20% in 2023. 	

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Date:.....

	<p>There is a significant decline in the school's persistent absentees. There were also 25 suspensions in the school which is in the highest 20% of schools.</p> <p>Governor Question- Has the child who you spoke about previously returned to school from the Behaviour Hub?</p> <p>Answer- Not yet and we have been advised that the child is still presenting challenging behaviour. This child will return to school with 5 days of initial support from the Behaviour Hub.</p> <ul style="list-style-type: none"> • Governors will book onto a Safer Recruitment training course if they have not already done so to ensure that sufficient governors are trained should a recruitment panel be required. • All governors will complete a Prevent and Cyber Security training course as best practice. The chair will share the link to these courses with governors. • All other actions were complete or covered in the agenda for this meeting. 	<p>All</p> <p>All, Chair</p>
6.	<p>To receive finance report</p> <p><i>All papers were shared with governors prior to the meeting. TH updated governors on the following and welcomed questions.</i></p> <ul style="list-style-type: none"> • TH advised that period 10 of the financial year has been shared with governors. • The school budgeted to have a £290,000 carry forward for 2024-2025. As of the end of period 10, the school had a £262,000 carry forward, which means the school have spent around an additional £28,000. At the end of February 2025, the financial position has improved, and the school are expected to have a higher carry forward of around £280,000-£290,000. • The school has received its budget for 2025-2026 but it is unclear how this has been made up as there will be additional funding to support with the cost of pay increases, pension contributions, and national insurance contributions. • A draft budget for 2025-2026 will be set on Friday 7th March 2025. The school will budget for staff salaries using the current staffing structure in place, and the headteacher will be discussing resignations with staff over the next few weeks as staff have until 31st May 2025 to resign. Staffing costs are around £100,000 more this year due to the pension contribution increases, national insurance increases, and pay increases. <p>Governor Question- Is the employment tribunal still ongoing?</p> <p>Answer- Yes and this is likely to continue for 12 months. We will have to continue to budget for this member of staff and there will also be legal fees.</p> <ul style="list-style-type: none"> • TH advised that although there have been some large variances in the 2024-2025 budget, the school have managed the budget extremely well and are in a positive financial position. <p>Governor Question- How does funding for pupils with an Education Health Care Plan (EHCP) look as there will be Year 6 children leaving the school?</p> <p>Answer- Year 6 pupils with funding are accounted for in the budget however this is the part of the budget we will be reviewing next week. Two children with an EHCP have secured a place in specialist provision and another child is looking to leave this school to join specialist provision. There are also 4 Looked After Children in the school who may be relocating however, the amount of support we pay for for these pupils is not covered by the funding we receive.</p>	



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	<p>Governor Question- How did promotion of the pupil premium grant go at parents evening?</p> <p>Answer- I had some parents approach me. Some of these parents were existing pupil premium parents with older children in the school, however they were unaware that they could apply for their younger children, which was positive.</p> <p>Governor Question- Does the pupil premium funding stay with the child throughout their time at school?</p> <p>Answer- The funding was safeguarded for 2018 pupils until they remain at the school.</p> <ul style="list-style-type: none"> • The headteacher advised that the 2025-2026 budget will be presented to governors at the next full governing body meeting for approval. • The Schools Financial Value Standards (SFVS) has been completed by SO'S and reviewed by the chair of governors. This was approved by the governing body. 	
7.	<p>To receive headteacher Report</p> <p><i>Circulated prior to the meeting, SS updated governors on the following and welcomed questions.</i></p> <ul style="list-style-type: none"> • SS advised that the school's School Effectiveness Adviser (SEA) visited the school in February 2025 and the report from this visit has been shared with governors. The SEA carried out pupil voice on enrichment with children in Year 2-Year 5. Children were extremely positive about the activities they take part in, particularly computing, Spanish, and the Forest School. Feedback on enrichment was vital as this was a new priority for the school last year. Writing was also a focus of the visit and the SEA worked with the writing lead and carried out learning walks. The SEA advised that scaffolds were being utilised and children were very engaged with their learning. Children take pride in their work and were confident in articulating their work. The SEA also commented on the level of CPD for staff and advised that it is purposeful. Marking and feedback is consistent across the school and the quality of marking is the same for all children regardless of the level they are working at. The school took part in moderation with St Philip Howard Primary School who have contacted the school to ask if they can visit the school in order to support their teachers with feedback and marking. Assessment was also discussed with the SEA and SENCo and data and trends were discussed following pupil progress meetings. The SEA advised that assessment is effective in the school and is impactful. The SEA likes the school's new staff performance management system. The SEA advised that leadership has strengthened in the school, and all staff know their pupils extremely well. Writing will continue to be a focus for the school. The SEA recommended that the school consider a future oracy project and advised that the school must have a 2–3-year plan in place on how to move the school forward ahead of the next Ofsted inspection. • Writing moderation is taking place and leaders are looking at those pupils who are on track to being ARE before the end of the year and what support these pupils may require in order to ensure they remain on track. Book looks were carried out and actions were shared with teachers. • Year 2 staff attended the local authority writing moderation which was extremely positive. • Open afternoon has taken place this term and this was a great opportunity for parents to see their child's work. 	



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- Parents evening took place over 2 weeks and 75% of parents attended. The school will be looking at how they can make parents evenings more accessible for all.

Governor Question- Is parent evening attendance on par with previous years?

Answer- Yes.

- Whole school Mental Health Week and NSPCC Number Day has taken place this term.
- CPD linked to the PINS project has taken place which was led by the local authority.
- School Jotter will be the school's new website provider and it is hoped that this will make the school website accessible to all.
- The school have a new broadband provider in place and now have 500MB instead of 85MB for the next 3 years. The provider also offers a free safeguarding tool within the subscription which will provide a filter and monitoring system on all devices which will provide an immediate notification to the school's DSL.
- There have been a number of capital and social experiences in the school this term. Today was World Book Day and the school obtained funding to purchase costumes for those children who required them.
- Cycling support is in place for Year 5 pupils and the charity have provided those children who do not have a bike with a pre-owned bike.
- Year 6 children have visited a local secondary school and taken part in cooking.
- Year 4 children are currently swimming, and the school are subsidising this cost.
- Year 5 children visited the Sikh Temple in London.
- Year 5 children also visited St Albans as part of a science topic.
- Children have taken part in a Cricket Competition as well as an indoor athletics competition.
- The school continue to follow their attendance procedures and fines are being issued to parents.
- There are currently 428 pupils on roll and an additional pupil will join the school on Monday 10th March 2025. 3 children have joined the school this half term, and 5 children have left.

Governor Question- There are 47 pupils in reception at present, how does this compare to last year?

Answer- We had more children at this point last year however there is a decline in birthrate for this particular cohort. EYFS is a concern for us as nursery numbers are low.

- Overall attendance is broadly in-line with national.
- The SENCo is observing new pupils in lessons to ensure that any special educational needs have not been missed.
- The APDR has been completed by all teachers.
- EHCP reviews have been completed (new termly system).
- There is 1 new EHCP referral in process.
- 2 children have gained places in specialist schools for September 2026.



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	<ul style="list-style-type: none"> • 3 children have been declined at panel for a specialist school place. The school's SENCo has attended review panels in order to develop her knowledge as a SENCo and support the school with the application process. • 1 child will be returning from the Behaviour Hub. <p>Governor Question- Will you apply again for those pupils who were declined for specialist provision?</p> <p>Answer- Yes, and we will be encouraging the parents to go to tribunal.</p> <ul style="list-style-type: none"> • There are 4 Looked After Children on roll in the school and these children may be relocating meaning the school will lose the funding for these pupils. • NR has attended the Hertfordshire County Council Prevent training as well as Safer Recruitment training. • SS has completed the National College course of Safer Recruitment and has also complete the Hertfordshire County Council course for Evolve. • There has been 1 section 47 in the school, which is a child protection investigation or enquiry which is carried out to determine if there is a significant risk to a child at home, and this is also multiagency. There have been 9 section 17s in the school, which is a Child in Need. There have been 9 Domestic Abuse Safety Unit (DASU) reports. • The school are working to move parents over to the new school payment system, Arbor, and over 50% of parents have now signed up. 	
8.	<p>Governor visits, training, and induction</p> <ul style="list-style-type: none"> • LB advised that he has completed Prevent and Cyber Security training and this will be added to the chair's training log. • Governors were asked to confirm a link governor visit for the 2025 summer term. • SATs week will take place during the week beginning 12th May 2025. Governors were asked to visit the school on the morning of each day to ensure the school are following correct procedures. SC, LB, and KR agreed to attend and the headteacher will contact these governors to confirm a date and time following the meeting. 	<p>Chair</p> <p>All</p> <p>HT</p>
9.	<p>Chairs Business</p> <ul style="list-style-type: none"> • The headteacher advised that there has been no complaints, letters, or correspondence this term. 	
10.	<p>Polices for approval</p> <ul style="list-style-type: none"> • The Collecting Children from School Policy was shared with governors for approval prior to the meeting, and questions were welcomed. <p>Governor Question- Would it be worth telling parents that this is coming into force at a point in time e.g. after Easter?</p> <p>Answer- Yes, absolutely.</p> <p>Governor Question- Is this policy in-line with other local schools?</p> <p>Answer- There is a section about schools having the right to charge their child if the parent is late to collect them on more than 3 occasions during a school term, as if the parent is going to be too late to collect their child, the child must be taken to the afterschool club, which is in-line with other schools. Afterschool club finishes at 4.30pm, and this is when the parent would be charged the £15.00. I have carried out a lot of research to see what other schools do, and it varies. We are not trying to make</p>	



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	<p>any money from this fine, but a member of staff must stay with the child to ensure they are safe, and the fine amount must be high enough to act as a deterrent.</p> <p>Governor Question- Will parents be warned each time they have a 'strike'?</p> <p>Answer- Parents will be sent letters and invited to attend a meeting with the school before a fine is issued.</p> <p>Governor Question- What would happen after the third occasion and a fine is issued, but the parents continue to be late, would there be a fine every time?</p> <p>Answer- This would be considered a safeguarding concern and logged on CPOMS.</p> <p>Governor Question- Can the afterschool club accommodate these pupils?</p> <p>Answer- Yes, and a member of the SLT could be present should this be required.</p> <ul style="list-style-type: none"> • The governing body approved the Collecting Children from School Policy. 	
11.	<p>Any other Business</p> <ul style="list-style-type: none"> • None received. 	
12.	<p>2024-2025 Meeting Dates all at 5.00pm</p> <ul style="list-style-type: none"> • Tuesday 20th May 2025. • Tuesday 17th June 2025. 	
Meeting Closed at 6.38pm		

Actions

Action	Owner
1. Governors will book onto a Safer Recruitment training course if they have not already done so to ensure that sufficient governors are trained should a recruitment panel be required.	All
2. All governors will complete a Prevent and Cyber Security training course as best practice. The chair will share the link to these courses with governors.	All, Chair
3. LB advised that he has completed Prevent and Cyber Security training and this will be added to the chair's training log.	Chair
4. Governors were asked to confirm a link governor visit for the 2025 summer term.	All
5. SATs week will take place during the week beginning 12 th May 2025. Governors were asked to visit the school on the morning of each day to ensure the school are following correct procedures. SC, LB, and KR agreed to attend and the headteacher will contact these governors to confirm a date and time following the meeting.	HT



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