



Oak View Primary & Nursery School

**Oak View Primary & Nursery School
Full Governing Body Meeting
Tuesday 20th May 2025
At 5.00pm
Minutes**

Present: Anthony Kent- Chair of governors, Andrew Barnes (AB), Neil Richardson- Headteacher, Sheila O'Shaughnessy- School Business Manager (SO'S), Kady Sanogo (KS), Lee Bradley (LB), Karis Robinson (KR), and Gemma Kelly (GK).

Apologies: Sarah Coull (SC).

In-Attendance: Kayleigh Kingsland- Clerk.

ITEM		ACTION
1.	Welcome, apologies and approval of absences <ul style="list-style-type: none"> The chair welcomed everyone to the meeting. AB was introduced as the new staff governor. SC sent apologies for the meeting and this absence was approved by the governing body. 	
2.	To declare any conflict of interest that may arise during the meeting <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> <ul style="list-style-type: none"> None declared. 	
3.	Any other business <ul style="list-style-type: none"> None received. 	
4.	To approve the minutes of the previous meeting <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. 	
5.	Matters arising from the previous minutes <ul style="list-style-type: none"> The headteacher invited governors to attend the phonics screening the week beginning 9th June 2025 and governors will confirm their attendance following the meeting. All other actions were complete or covered in the agenda for this meeting. 	All
6.	To receive a Finance report to include ratification of the 2025-2026 budget and 2024-2025 year-end <ul style="list-style-type: none"> Please refer to confidential part II meeting minutes. 	
7.	To receive headteacher Report	

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Circulated prior to the meeting, the headteacher updated governors on the following and welcomed questions.

- Following recruitment, a teacher has been appointed for Key Stage 2. The headteacher is aware that one member of staff is attending interviews, however the resignation deadline is 31st May 2025.
- Teachers will be moved to different classes for the 2025-2026 academic year.
- Staff CPD has taken place this term which links to the School Improvement Plan (SIP).
- Moderation in writing has taken place this term which initially focused on ARE pupils, and feedback was provided to staff. A further moderation then took place on pupils who are not at ARE and support has been provided to staff in order to accelerate progress.
- There are 58 different experiences planned for children this term.
- There has been a sponsored run which raised money for the school.
- Mental Health Week will take place in the school after half term.
- Year 6 SATs took place last week and children and staff have worked very hard.
- The Banksy Room continues to be successful.
- New and existing EYFS parents will be visiting the school later in the term.
- The school will be considering how they can further strengthen SEN across the school support next term.
- The new school website is in draft and will be in place from September 2025.

Governor Question- I have reviewed the draft website and have made some notes. Can I share these with you?

Answer- Yes.

- Staff recruitment has been low this year however, a strong teacher has been appointed.
- Predicted assessment outcomes at this stage:

EYFS	58 % ELGs	7% lower than national
Yr 1 Phonics	68% - 72%	8% lower than national
Yr 2 Phonics	70-80 % (10 retakes)	
Yr 6	68% - 73% Writing	all improved from last year
	70% - 75% Maths	
	72% - 77% Reading	
	65% - 70% Combined	
- The school's School Effectiveness Adviser (SEA) will be visiting the school on 17th June 2025 and will be asked to attend the full governing body meeting that evening.
- There have been some in in-year leavers and joiners this term.
- The school's persistent absentee data is 14.9%, which is in-line with national. The overall pupil attendance of the school is 94.5% which is in-line with national. The school's attendance officer has visited the school twice and confirmed that the school's attendance procedures are strong.
- 3 pupils with an Education Health Care Plan (EHCP) have left the school this year, which has an impact on the amount of funding the school receive.

Governor Question- There are changes to SEN funding this year, has this been factored into the budget?

HT



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	<p>Answer- Hertfordshire County Council have changed their funding formula and the school are around £30,000 down this year in targeted funding.</p> <ul style="list-style-type: none"> There are currently 2 Children Looked After (CLA) on roll in the school who have moved from Peterborough. These children will be moving to a part-time timetable after half term. <p>Governor Question- Is there a reason why these children are attending a school in Hatfield?</p> <p>Answer- There is, and I have no control over this. I have managed to have a part-time timetable approved for 3 days a week after half term.</p> <ul style="list-style-type: none"> 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, and 21 referrals made to Children's Services. The headteacher and the school's SENCo, Louise Young, visited the MASH services for 0.5 day in order to support the school with making referrals. A referral has been written for MASH for a pupil, which the parent would not consent to, and this referral was rejected as referrals that do not have parental consent are rejected unless the child is at significant risk. One child has been suspended for 5 days since the last meeting. A fire risk assessment has been carried out and no major actions were identified. A tree survey has also taken place, and a new pest control contractor is in place. The 5 year- electrical test will take place in the 2025 summer. A year 5 teacher will be retiring from the school after 44 years, and this will be shared with staff after half term. The school feels very positive at present, and staff continue to work hard. The headteacher advised that pupil numbers have increased in the school in Year 1-Year 6, however there is only 46 pupils in EYFS and Reception numbers for next year are low. The school's SEN Teaching & Learning Adviser has been supporting the school's SENCo, Louise Young. <p>Governor Question- Has ELSA been implemented in the school?</p> <p>Answer- Yes, a member of staff has attending training, and this has been launched in the school.</p>	
8.	<p>HCC - Letter from Head of School Standards</p> <ul style="list-style-type: none"> The chair advised that a letter has been sent to all Hertfordshire schools from the local authority around anaphylaxis. The school are a nut-free school in order to protect the school community. The local authority is recommending that schools ban birthday sweets/treats due to some serious anaphylaxis cases in other local schools. The local authority recognise that this is up to the headteacher and governing body to determine, however they are recommending that schools consider implementing this change in order to protect the school community. The headteacher advised that he feels that this approach could be seen as too extreme by parents, and all staff are fully aware that the school are nut-free, as much as possible, however there are 70 staff in the school and over 400 children. The school have robust systems, policies, and procedures in place however allergies are increasing, and governors must consider banning these items. 	



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	<ul style="list-style-type: none"> The governing body agreed that from 1st September 2025 birthday sweets/treats will be banned in order to ensure that the school community are fully protected. The headteacher will write to parents and advise that the school will be following Hertfordshire County Council recommendations and guidance. 	HT
9.	<p>To review the School Improvement Plan</p> <ul style="list-style-type: none"> The 2025 spring term SIP was shared with governors prior to the meeting. <p>Governor Question- Will there be any changes to the SIP for the next academic year? Answer- I will be reviewing the impact of the 2024-2025 SIP priorities next week. This will then be shared with the SLT before setting the priorities for 2025-2026. I will also be considering the 2-year plan for the school and the SIP will be a 2-year rolling plan.</p> <p>Governor Question- When will you be working on the 2025-2026 SIP? Answer- Work will begin next week, which I will then discuss with the SLT with the intention of having this in place before the end of the 2025 summer term.</p> <ul style="list-style-type: none"> It was agreed that KR will confirm a date to meet with the headteacher and review the impact of the 2024-2025 SIP which will be presented to the governing body at the next meeting. 	KR, HT
10.	<p>Governor visits, training, and induction</p> <ul style="list-style-type: none"> Governors were reminded that they must keep their governor training records up to date on GovernorHub following any training they complete. Governors were reminded that they must complete a governor visit report following any visits they carry out and share these reports with governors on GovernorHub. 	All All
11.	<p>Chairs Business</p> <ul style="list-style-type: none"> The chair advised that he has not received any complaints, letters, or correspondence this term. 	
12.	<p>Policies for approval <i>The following policies were circulated to governors prior to the meeting and were approved by the governing body:</i></p> <ul style="list-style-type: none"> Anti Bribery Policy. Code of Conduct for Employees. Early Reading Policy. Flexible Working Policy. Governing Body Code of Conduct Policy. Intimate Care Policy. Managing Performance and Capability Policy. Redundancy Policy. Relationships at Work Policy. School Uniform Policy. Supporting Pupils with Medical Conditions Policy. Zero Tolerance Policy. SO'S advised that the Hertfordshire County Council Anti-Bribery policy has not been updated in over 40 years, and moving forward the school will be signing up to School Bus who have a more up-to-date policy the school will be using. 	
13.	<p>Any other Business</p> <ul style="list-style-type: none"> None received. 	



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14.	2025-2026 Meeting Dates all at 5.00pm <ul style="list-style-type: none"> Tuesday 9th September 2025. Thursday 14th October 2025. Tuesday 13th January 2026. Thursday 12th March 2026. Wednesday 6th May 2026. Tuesday 16th June 2026. 	
15.	2024-2025 Meeting Dates all at 5.00pm <ul style="list-style-type: none"> Tuesday 17th June 2025. 	
Meeting Closed at 6.53pm		

Actions

Action	Owner
1. The headteacher invited governors to attend the phonics screening the week beginning 9 th June 2025 and governors will confirm their attendance following the meeting.	All
2. The school's School Effectiveness Adviser (SEA) will be visiting the school on 17 th June 2025 and will be asked to attend the full governing body meeting that evening.	HT
3. The governing body agreed that from 1 st September 2025 birthday sweets/treats will be banned in order to ensure that the school community are fully protected. The headteacher will write to parents and advise that the school will be following Hertfordshire County Council recommendations and guidance.	HT
4. It was agreed that KR will confirm a date to meet with the headteacher and review the impact of the 2024-2025 SIP which will be presented to the governing body at the next meeting.	KR, HT
5. Governors were reminded that they must keep their governor training records up to date on GovernorHub following any training they complete.	All
6. Governors were reminded that they must complete a governor visit report following any visits they carry out and share these reports with governors on GovernorHub.	All



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