



Oak View Primary & Nursery School

Oak View Primary & Nursery School Full Governing Body Meeting Thursday 21st November 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), Sarah Coull (SC), Lee Bradley (LB), and Karis Robinson (KR).

Apologies: Gemma Kelly (GK).

In-Attendance: Kayleigh Kingsland- Clerk.

ITEM		ACTION
1	<p>Welcome, apologies and approval of absences</p> <ul style="list-style-type: none"> The chair welcomed everyone to the meeting. GK 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. Governors were reminded to make their annual declarations on GovernorHub if they have not done so for the 2024-2025 academic year. 	All
3	<p>Any other business</p> <ul style="list-style-type: none"> None received. 	
4	<p>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. 	
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>To receive finance report</p> <p><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"> SO'S advised that the school's Financial Services Adviser (FSA) was due to attend the meeting this evening to provide a finance update to governors however due 	

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	<p>to unforeseen circumstances this has not been possible. The school’s FSA will be asked to attend the February 2025 full governing body meeting and provide governors with an update.</p> <ul style="list-style-type: none"> • SO’S advised that the school are expected to have a £100,000 deficit in year 2 which the school’s FSA has advised must be considered early next year. • Staff will receive their pay increases this month which will be backdated, and the school have received funding from the government which will fully cover these costs. • The headteacher advised that he will begin budget preparations from February 2025 in order to identify where savings can be made however the school still have a very healthy carry forward. <p>Governor Question- Why are agency costs high? Answer- We required supply staff in the 2024 summer term, and I have moved some funding into this budget line, I will be monitoring this very closely. We are managing teaching assistant absences in-house.</p> <ul style="list-style-type: none"> • The chair has shared benchmarking data with governors, and the school are broadly in the middle of schools of similar size and demographics. • The chair has reviewed and updated the school’s risk register which has been shared with governors. 	<p>SO’S, HT</p>
<p>7</p>	<p>Headteacher School Data Presentation <i>All papers were shared with governors prior to the meeting. The headteacher delivered a presentation to governors on school data and welcomed questions.</i></p> <p>Governor Question- Why do you think data is significantly lower for boys in the school? Answer- We have more boys with SEN as well as boys who are summer born pupils. Some of these pupils are accessing our Banksey provision as they cannot be in the classroom.</p> <p>Governor Question- Girls are clearly doing very well, why is this? Answer- When girls get to Year 6, boys are performing better than girls. Governors need to be mindful that children must achieve the full 14 markers in order to be ARE and some of these boys may have achieved 12.</p> <p>Governor Question- Why do you have less pupil premium pupils on roll this year? Answer- We are finding that more parents are not signing up to pupil premium funding despite us promoting this to new parents at parent’s events and parents evening.</p> <p>Governor Question- As a new parent to the school, I was not aware of the impact pupil premium funding has on the school and pupils. Perhaps this needs to be made more explicit? Answer- I will produce a one-page overview of what pupil premium funding is spent on and how the pupils of our school benefit from the funding.</p> <p>Governor Question- Have you identified anything in terms of teaching that is different for boys and girls? Answer- I have shared this data report with all staff and teachers have been provided with actions and next steps.</p> <ul style="list-style-type: none"> • The chair asked governors to consider pupil premium and the gender gap in data when carrying out their link governor visits. • The headteacher will provide an IDSR report to governors at the next full 	<p>HT</p> <p>All</p>



	governing body meeting.	Agenda
8	<p>To receive headteacher 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 have been visited by the Local MP who is working towards schools having free before and after school clubs. The MP was also interested in where the school’s children attend secondary school. • 2025-2026 parent tours are taking place with Reception parents and very positive feedback has been received about the school. • New staff members have provided very positive feedback about the support they have received from the school’s leadership team. • The school have taken part in English moderation with another local primary school which was very supportive for both schools. • The school’s SEN Teaching & Learning Adviser has visited the school this term and the report from this visit is awaited. The school have signed up to this service for a further year. • The English Hub have carried out a follow up visit to the school this term and the report from this visit was very positive and has been shared with governors. The next step for the school is to sustain the changes that have been put in place. • A STEM workshop has taken place for Year 5 and Year 6 children which linked to maths and science. • The school’s 2024 autumn term INSET day focused on SEND, subject leadership, English planning, and data. • All subject leaders have written their action plans and have a clear plan for the year ahead in place. This term subject leaders have one afternoon a week out of the classroom to carry out pupil voice and provide feedback to the wider staff community. • The school’s opening morning has successful taken place. • 85% of parents attended the parents evening which is a significant improvement from previous years. • Weekly attendance meetings continue to take place and families with attendance below 90% have been met with during parents evening. • The results from the annual parent survey are extremely positive and have been shared with governors. • A number of enrichment activities have taken place in the school this term. • The overall attendance of the school has improved significantly and under the new attendance procedures, parents are being asked to complete the required attendance forms for the school to obtain as evidence should attendance be challenged. There are parents who are close to exceeding the number of missed sessions a term, and warning letters have been sent to these parents. • One new member of staff has not settled into school as well as expected and this member of staff is receiving support. 	



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	<ul style="list-style-type: none"> • There are currently 433 pupils on roll in the school at present and this will increase to 435 as of next week. There are currently 51 pupils in EYFS and the headteacher does not expect this year group to be full. • The school's overall SEN figure is now below national average however this does not reflect the needs of pupils in the school. The SENCo has asked teachers to monitor pupils who may require support. • There are currently 4 Looked After Children (LAC) on roll in the school and 2 of these children may be adopted in the next 6 months. • It was agreed that the PINS Project will be an agenda at the next full governing body meeting. • Two children have been suspended for a total of 3 days this term and both pupils have an Education Health Care Plan (EHCP) in place and are accessing the Banksey provision. Although these pupils have additional needs, boundaries must be put in place. • The school's site manager is currently absent from work following an operation and the school's site support is also off work sick. These roles are currently being covered by the headteacher and SO'S. • There have been no changes to staffing. • The school's employment tribunal is still pending due to the school's lawyer being absent for two weeks. • The headteacher advised that there have been 97 responses to the school's parent survey and the results were displayed at parents evening. The results from the survey were shared with governors prior to the meeting and presented to governors at the meeting. <p>Governor Question- 20% of parents agree that the school make them aware of what their child is learning. What are the school missing here and what else can you do to make parents aware of what their child is learning?</p> <p>Answer- I think it would be worthwhile a parent governor exploring this with parents.</p> <ul style="list-style-type: none"> • The headteacher advised that a Safeguarding Action Plan has been produced following the release of the 2024 Child Protection Policy. • The school are using BlueSky as their staff appraisal portal which is in-line with the DfE requirements of how staff appraisals should be carried out. Staff have been given two school targets, writing in the curriculum and first quality teaching for SEN pupils in the classroom. These targets require staff to be proactive, complete CPD, and upload certificates of training onto the portal. • All staff appraisals have been completed and those staff members who have received increments were budgeted for at this year's budget setting. • The headteacher advised that it is expected that the cost of school meals will increase due to the cost-of-living crisis, and the headteacher will be attended webinars on this. • The headteacher advised that from August 2025 the local authority will not be providing free school milk to all children. Each school must have their own agreement in place if they wish to continue to offer this which is expected to cost around £3,500 a term. • The school's pupil premium strategy has been shared with governors and very clearly explains what the funding will be spent on. 	Agenda
9	To review the School Improvement Plan	



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	<p><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 there have been no changes to the School Improvement Plan since the last full governing body meeting. A new spring term School Improvement Plan will be shared with governors prior to the next full governing body meeting. 	HT
10	<p>Governor visits, training, and induction</p> <ul style="list-style-type: none"> The headteacher advised that he has completed a Headteacher Prevent Train a Trainer course. KS will book onto a Safeguarding Children training course before the next meeting. LB has carried out a Safeguarding link governor visit and the report from this visit will be shared with governors following the meeting. GK has carried out an SEN link governor visit, and this visit report has been shared with governors. <p>Governor Question- Are SEND students supported to reflect on their enrichment activities to understand what and how their skills are developing? Answer- This is through pupil voice and this year every subject leader is carrying out pupil voice with pupils.</p> <ul style="list-style-type: none"> The governing body training record has been shared with governors and governors were asked to book themselves onto any courses they require in order to support them in their roles. 	KS LB 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>External Reports <i>The following reports were shared with governors prior to the meeting:</i></p> <ul style="list-style-type: none"> English Hub visit report from 7th November 2024. The school's SEND Teaching & Learning Adviser report will be shared with governors once received. 	HT
13	<p>Polices for approval <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"> Child Protection Policy. School Dog. Staff Appraisal Policy 2024/2025. Staff Pay Policy 2024/2025. Wellbeing Policy. The headteacher asked governors to consider whether the school should adopt an Ex-Offender Policy as this is included in Keeping Children Safe in Education 2024. Hertfordshire County Council have not issued any guidance however this is included in Keeping Children safe in Education 2024 and a policy is available on The Key. It was agreed that the headteacher will review the policy that is available on The Key and consider if it is in line with the school's recruitment processes. 	HT



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	<ul style="list-style-type: none"> A parent has advised the headteacher that they will be getting a service dog as the parent is deaf, and this will supersede the school's No Dog's in School policy. The headteacher advised that there are a number of teachers who are currently on the Main Pay Scale (MPS) 5 and 6. MP6 is the highest point in the Main Pay Scale and the next scale would be the Upper Pay Scale (UPS). The school cannot automatically move these members of staff to UPS1 as this would have a significant impact on the school budget. <p>Governor Question- What is the guidance on this? Answer- The Pay Policy does not reference this, and it is up to a school to decide. Some schools are advising staff that they must be on MPS6 for two years before an application can be considered for the UPS1. Some schools are also asking staff to submit letters of evidence to the governing body for them to consider.</p> <p>Governor Question- How many staff members are currently on MPS6? Answer- There are 6-7 members of staff. Two have said they do not want to move to UPS1 as they do not want to take on any further responsibilities. I would like to add an appendix to the Pay Policy that states that members of staff who are on MPS6 must remain at MPS6 for a period of two years before they can make an application to move to UPS1.</p> <ul style="list-style-type: none"> This proposal was supported by the governing body and the headteacher will produce this appendix and share with governors prior to the next full governing body meeting. 	HT
14	<p>Any other Business</p> <ul style="list-style-type: none"> None received. 	
15	<p>2024-2025 Meeting Dates all at 5.00pm</p> <ul style="list-style-type: none"> Monday 27th January 2025. Thursday 6th March 2025. Tuesday 20th May 2025. Tuesday 17th June 2025. 	
Meeting Closed at 6.30pm		

Actions

Action	Owner
1. Governors were reminded to make their annual declarations on GovernorHub if they have not done so for the 2024-2025 academic year.	All
2. The school's FSA will be asked to attend the February 2025 full governing body meeting and provide governors with an update.	SO'S
3. The headteacher will produce a one-page overview of what pupil premium funding is spent on and how the pupils of the school benefit from the funding which will be shared with parents.	HT
4. The chair asked governors to consider pupil premium and the gender gap in data when carrying out their link governor visits.	All
5. The headteacher will provide an IDSR report to governors at the next full governing body meeting.	Agenda
6. It was agreed that the PINS Project will be an agenda at the next full governing body meeting.	Agenda



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7. The headteacher advised that there have been no changes to the School Improvement Plan since the last full governing body meeting. A new spring term School Improvement Plan will be shared with governors prior to the next full governing body meeting.	HT
8. KS will book onto a Safeguarding Children training course before the next meeting.	KS
9. LB has carried out a Safeguarding link governor visit and the report from this visit will be shared with governors following the meeting.	LB
10. The governing body training record has been shared with governors and governors were asked to book themselves onto any courses they require in order to support them in their roles.	All
11. The school's SEND Teaching & Learning Adviser report will be shared with governors once received.	HT
12. It was agreed that the headteacher will review Ex-Offender Policy that is available on The Key and consider if it is in line with the school's recruitment processes.	HT
13. The headteacher will produce an appendix to the Pay Policy that states that members of staff who are on MPS6 must remain at MPS6 for a period of two years before they can make an application to move to UPS1. This appendix will be shared with governors prior to the next full governing body meeting.	HT



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