



Oak View Primary & Nursery School

**Oak View Primary & Nursery School
Full Governing Body Meeting
Thursday 10th October 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), Gemma Kelly (GK), Sarah Coull (SC), and Lee Bradley (LB).

In-Attendance: Kayleigh Kingsland- Clerk and Karis Robinson (KR).

ITEM		ACTION
1	<p>Welcome, apologies and approval of absences</p> <ul style="list-style-type: none"> • The chair welcomed everyone to the meeting and introduced KR as a new parent governor. Introductions were given by all. • There were no apologies for the meeting. 	
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 the previous meeting</p> <ul style="list-style-type: none"> • The clerk advised that due to a corrupt file, the minutes of the last meeting will be re-shared with governors before the next full governing body meeting. 	Clerk
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 headteacher written report</p> <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 it has been a positive start to the new term and new teachers have settled into the school very well. • All new EYFS children have started Reception well however there are 50/60 pupils in this year group which will have an impact on the school's budget. There is a change in the need in this cohort, and speech and language appear 	

A. Kent

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to be the primary need, and further support has been allocated to this year group.

- Enrichment afternoons are now in place to replace PPA time which offers pupils opportunities they may not have access to outside of school. This is also supporting the school budget as PPA staff are not required.
- The nurturing room has been renamed as the Banksy Room. There are pupils in the school with high levels of need who cannot access mainstream education who have access to this room. There is one member of staff full-time member of staff in this provision as well as an additional member of staff on a weekly rotational basis. The curriculum in this provision is adapted to these pupils needs.
- Assess, Can, Do, Review has been completed and are becoming stronger in the school.
- The headteacher and SENCo have attended Arts Therapeutic training.
- Staff are consistent in their approach to behaviour across the school.
- The Senior Leadership Team (SLT) have carried out early assessments over a 2-week period and feedback has been provided to subject leaders. Next steps will be shared with the wider staff community in order to maintain standards and develop staff.

Governor Question- Given the evidence you have gathered, where will this get recorded?

Answer- This information is being collated and we will go through it to identify internal and external CPD for staff. We have already changed our INSET on Monday based on actions we have identified.

Governor Question- Will you be using any of the information you have gathered to record as evidence in the School Improvement Plan?

Answer- Yes.

- A number of enrichment activities outside of the classroom have taken place this term as well as school trips.
- There are currently 427 pupils on roll in the school. Over the 2024 summer term, 24 pupils left the school, and 16 have joined this term. The school also lost an additional 15 pupils at the end of Year 6, and the current Reception has 50 pupils on roll out of a possible 60 places.
- National Census Day took place last week and based on the number of pupils in school that day and the needs of these pupils, the school will be losing £55,000 in their budget share.

Governor Question- Do you have an estimate of how many pupil premium pupils you are not receiving funding for?

Answer- No, we do not receive this information.

- The school's overall attendance is 94.4% at present and this is an improvement from this time last year. There have been pupils who were late returning to school from holidays as well as pupils who have visited their home countries which has impacted on attendance. 15.3% of pupils are persistent absentees and it is hoped that the new government attendance procedures will support this as parents will now be fined if their child misses more than 10 consecutive sessions.



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	<ul style="list-style-type: none"> • 55 pupils are on the school's Special Educational Needs (SEN) register, 19 are being monitored, and 3.9% of pupils have an Education Health Care Plan (EHCP) in place. LW has now joined the SEND Team, which has increased capacity. There are also two teaching assistants who are supporting SEN pupils within the classroom across the school. • There are currently 4 Looked After Children (LAC) in the school and the headteacher is the designated member of staff for these pupils. • The school have joined the Partnerships for Inclusion of Neurodiversity in Schools (PINS) project. This is a free project which is about working with parents with neurodiverse children and aims to improve the education and health of neurodiverse children in mainstream schools. • A parent survey has been shared with the parent community and 56 parents have responded. 24 of these parents are parents of SEN pupils and very positive feedback was provided. SEN parents have been invited to a coffee morning on 22nd October 2024. • There have been no suspensions or permanent exclusions this term. • All health & safety checks are complete, and the official health & safety walk will take place with the site manger ahead of the November 2024 health & safety audit. • One member of staff is on an informal improvement plan for attendance. The school's site manager will be on sick leave following an operation this term. • Mrs Wan is overseeing staff CPD this year and all CPD is linked to the School Improvement Plan. One teacher from every year group will take part in external writing CPD. <p>Governor Question- Will we be hearing from your subject leaders at the next meeting? Answer- We have discussed this as an SLT and going forward, the SLT will come to meetings to update governors on specific areas.</p> <ul style="list-style-type: none"> • Assess, Can, Do, Reviews are underway, and teachers will be meeting with parents to provide a baseline for their child for the academic year ahead. • Hertfordshire County Council have produced some statutory data. There is a significant difference between boys and girls and Free School Meal Children boys and girls. The school's data is a lot more positive, but there is a gender gap in some cohorts, and this will be a focus during the school's INSET day as girls may need to be the focus for the school. • It was agreed that the headteacher will deliver a presentation to governors on data at the next full governing body meeting. <p>Governor Question- The children who were born during lockdown have now started Reception this year, meaning we won't be able to compare this year's Reception pupils to last year? Answer- This will be a national issue and each cohort is different year on year which impacts on data. My ultimate aim is for the school to consistently achieve 70% ARE or above.</p>	HT
7	<p>To review the School Improvement Plan <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 2023-2025 School Improvement Plan (SIP) has been reviewed and RAG rated by the headteacher. 	



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	<p>Governor Question- I think that you may have been slightly cautious in your rating of the 2023-2024 SIP?</p> <p>Answer- The amber ratings are items that are still in progress, and some have been carried over to the 2024-2025 SIP.</p> <ul style="list-style-type: none"> The headteacher advised that the SIP priorities have been linked to governor roles and shared with governors. The chair advised that governors must utilise this document and complete the proforma that has been produced by the headteacher when carrying out their link governor visits. 	All
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"> SO'S advised that the school's Financial Services Adviser (FSA) visited the school yesterday to reconcile the school budget and the school's finances are in a positive position. The school budgeted 3% for teacher pay rises however 5.5% has been confirmed. The government have funded this additional cost, and it is hoped that this will also offset the support staff pay increases once confirmed. A meeting then took place with the headteacher where it was advised that some budget lines may exceed expectations. The school's FSA suggested that £20,000 is allocated to supply staff as although the school have staff insurance in place, this does not pay out until after 3 days of absence which the school often do not have. The school have also overspent in the sports premium grant as the school have a very strong sports offer. Staffing will be the main area to consider when setting the budget for 2025-2026. The September 2024 budget monitor is currently being completed and the school's FSA will attend the next full governing body meeting to provide a finance update to governors which will include the 3-year forecast. The chair advised that he would carry out benchmarking ahead of the next full governing body meeting. The school's FSA has advised that she will be leaving the school at the end of June 2025. <p>Governor Question- Will you need a new FSA?</p> <p>Answer- Yes and we will be exploring this.</p> <ul style="list-style-type: none"> It was agreed that KR will support the chair as the finance link governor going forward. The Schools Financial Value Standards (SFVS) timetable has been set and work will begin on this in the 2025 spring term. 	Chair
9	<p>Governor visits, training, and induction</p> <ul style="list-style-type: none"> The chair reminded governors that they must attend a Governor Induction training course and Safeguarding Children training course within the first 6 months of being in post if they have not already done so. All governors were asked to complete a Prevent training course and the link to this training will be shared with governors following the meeting. GK advised that she has carried out a SEND link governor visit which will be shared with governors once approved by the headteacher. The chair advised that the governor visit template must be completed following 	All All, Chair GK



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	every governor visits.	All
10	Chairs Business <ul style="list-style-type: none"> The chair advised that he has not received any complaints, letters, or correspondence this term. 	
11	External Reports <ul style="list-style-type: none"> The headteacher advised that the school's School Effectiveness Adviser (SEA) has not visited the school this term and therefore there are no external reports to share with governors. 	
12	Policies for approval <i>Circulated prior to the meeting the following policies were approved by the governing body subject to any governor amendments:</i> <ul style="list-style-type: none"> Assessment Policy. Charging and Remissions Policy. Complaints Policy and Procedure. Equality Statement. Lettings Policy. Offsite Visits and Learning Outside the Classroom Policy. Probationary Policy. The headteacher advised that an off-site visits link governor is now required under the new policy and guidelines. KH was appointed as the off-site visits link governor. 	
13	Any other Business <ul style="list-style-type: none"> None received. 	
14	2023-2024 Meeting Dates all at 5.00pm <ul style="list-style-type: none"> Thursday 21st November 2024. Monday 27th January 2025. Thursday 6th March 2025. Tuesday 20th May 2025. Tuesday 17th June 2025. 	
Meeting Closed at 6.30pm		

Actions

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1. The clerk advised that due to a corrupt file, the minutes of the last meeting will be re-shared with governors before the next full governing body meeting.	Clerk
2. It was agreed that the headteacher will deliver a presentation to governors on data at the next full governing body meeting.	HT
3. The headteacher advised that the SIP priorities have been linked to governor roles and shared with governors. The chair advised that governors must utilise this document and complete the proforma that has been produced by the headteacher when carrying out their link governor visits.	All
4. The chair advised that he would carry out benchmarking ahead of the next full governing body meeting.	Chair
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6. All governors were asked to complete a Prevent training course and the link to this training will be shared with governors following the meeting.	All
7. GK advised that she has carried out a SEND link governor visit which will be shared with governors once approved by the headteacher.	GK
8. The chair advised that the governor visit template must be completed following every governor visits.	All



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