



**Oak View Primary & Nursery School  
Full Governing Body Meeting  
Tuesday 14<sup>th</sup> October 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), Lee Bradley (LB), Karis Robinson (KR), Gemma Kelly (GK), and Kady Sanogo (KS).

**Apologies:** Sarah Coull (SC).

**In-Attendance:** Kayleigh Kingsland- Clerk.

ITEM	ACTION
1. <b>Welcome, apologies approval of absences, and board membership</b> <ul style="list-style-type: none"> <li>• The chair welcomed everyone to the meeting.</li> <li>• SC sent apologies for the meeting, and this absence was approved by the governing body.</li> <li>• The chair's co-opted governor term of office is due to expire on 7<sup>th</sup> November 2025. The chair was re-appointed as a co-opted governor unopposed for a further term of office.</li> </ul>	
2. <b>To declare any conflict of interest that may arise during the meeting</b> <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"> <li>• None declared.</li> </ul>	
3. <b>Any other business</b> <ul style="list-style-type: none"> <li>• Nursery 2026-2027.</li> <li>• Southfield Special School.</li> <li>• Local County Councillor.</li> </ul>	
4. <b>To approve the minutes of the previous meeting</b> <ul style="list-style-type: none"> <li>• The minutes of the previous meeting were agreed as a true reflection of the meeting and will be signed by the chair of governors.</li> </ul>	
5. <b>Matters arising from the previous minutes</b> <ul style="list-style-type: none"> <li>• KS, GK, and KR will make all the required annual declarations on GovernorHub.</li> <li>• The headteacher and SO'S will produce a ICFP ahead of writing the school business plan.</li> <li>• The headteacher advised that Hertfordshire County Council (HCC) has released new Prevent guidance which states that staff must complete training annually and governors should also complete an annual course as best practice.</li> <li>• All other actions were complete or covered in the agenda for this meeting.</li> </ul>	<b>KS, GK, KR</b>  <b>SO'S, HT</b>  <b>All</b>

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6.	<p><b>To receive headteacher Report</b>  <i>Circulated prior to the meeting, the headteacher updated governors on the following and welcomed questions.</i></p> <ul style="list-style-type: none"> <li>• The headteacher advised that the school have started the year well, and the SLT have their monitoring visits in place for the whole academic year ahead which are in-line with the teaching standards.</li> <li>• The school INSET Day focused on disadvantaged groups, and this is an area of focus in the new Ofsted framework. There is a significant difference in outcomes for pupil premium pupils compared to non-pupil premium pupils in Hertfordshire which is a priority for HCC.</li> </ul> <p><b>Governor Question-</b> What falls into vulnerable groups?  <b>Answer-</b> For us it is Free School Meals, pupil premium pupils, SEND, Children Looked After, Child Protection, and Child in Need, families who are under service support, and children who were previously under service support. The Free School Meal threshold for 2026-2027 will be changing and we will have more children entitled to this funding.</p> <p><b>Governor Question-</b> Is English as an Additional Language (EAL) included in vulnerable groups?  <b>Answer-</b> No however EAL is one of our main areas of focus in our School Improvement Plan (SIP).</p> <ul style="list-style-type: none"> <li>• Action plans have been reviewed with subject leaders this week, which are on a 2-year cycle. Expectations around monitoring have been discussed as well as how plans link to the SIP.</li> <li>• Learning experiences continue in the school, and teachers have been asked to consider what experiences would provide the best impact for children.</li> <li>• Census Day took place last week, and 408 pupils were confirmed. There have been 15 leavers and 13 joiners.</li> <li>• There are 34 less pupils on roll at the school compared to this time last year and 24 less pupil premium pupils, both of which will have a significant impact on the school budget and the amount of funding the school will receive.</li> <li>• Overall pupil attendance is 94.7% and persistent absentees is currently at 17.5%. Significant improvements have been made in attendance however the school will be receiving a visit from an HCC Attendance Officer, and the headteacher is confident that the school's attendance procedures are robust.</li> </ul> <p><b>Governor Question-</b> Are there any attendance issues with specific groups?  <b>Answer-</b> No.</p> <p><b>Governor Question-</b> Could you carry out a benchmarking exercise on attendance?  <b>Answer-</b> I could but persistent absences are due to various personal circumstances, and this is also cohort specific.</p> <ul style="list-style-type: none"> <li>• The school's safeguarding team has increased this year.</li> <li>• All policies that link to safeguarding have been updated and the Safer Recruitment Policy will be ratified at this meeting.</li> <li>• A safeguarding report has been shared with governors which includes full safeguarding data.</li> <li>• There are 62 children on the SEN register in the school, and 24 pupils are being monitored. The school are below the national and Hertfordshire average for pupils on roll with SEN and an Education Health Care Plan (EHCP).</li> </ul> <p><b>Governor Question-</b> Is there a reason for this?</p>	
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	<p><b>Answer-</b> The EHCP funding has changed, and we have some children who are awaiting places at specialist provision. We have received some additional funding for 2 pupils with an EHCP to support transition.</p> <p><b>Governor Question-</b> How are HCC supporting you whilst children in the school wait for places in specialist provision?</p> <p><b>Answer-</b> We receive funding, and we are in the fortunate position that we have the resources to support these pupils which many schools do not have.</p> <ul style="list-style-type: none"> <li>• The link to the HCC new SEND provision document that was launched on 1<sup>st</sup> October 2025 has been shared with governors. This has not been issued to staff yet and will be rolled out during an INSET Day. This will be included in the inclusion aspect of the SIP and teachers will be advised that this is what they must deliver to SEN pupils in their classroom as good practice.</li> <li>• The school have one Looked After Child (LAC) on roll.</li> <li>• One child in Year 4 has had 2 exclusions for 2 days this term and this child is on a Behaviour Support Plan.</li> <li>• There has been 1 permanent exclusion this term which was upheld by a GDC panel.</li> </ul> <p><b>Governor Question-</b> Has this pupil now been allocated a place at specialist provision?</p> <p><b>Answer-</b> No.</p> <ul style="list-style-type: none"> <li>• 2024-2025 pupil performance data has been shared with governors which includes Hertfordshire and national comparatives, and the overall data is extremely positive. The focus for the school will be on increasing the number of pupils achieving greater depth and this is a priority in the 2025-2026 SIP.</li> <li>• An employment tribunal is still planned for March 2026.</li> <li>• 1 teaching assistant and 1 class teacher have resigned this term. The school will be considering recruitment and agency staff may be required in order to avoid making any permanent appointments.</li> </ul>	
7.	<p><b>To review the School Improvement Plan</b></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"> <li>• The headteacher advised that he has reviewed the 2025-2026 SIP and allocated governors to the aspects of the SIP that relate to their roles.</li> <li>• The headteacher has also reviewed the 2024-2025 SIP and RAG rated the plan. This has been shared with governors and feeds into the 2025-2026 SIP which is in-line with the new Ofsted framework. A full section of the Ofsted update has been shared with governors as well as a video for them to view.</li> </ul> <p><b>Governor Question-</b> My understanding is that you will form a judgement of where the school are in terms of the new Ofsted framework?</p> <p><b>Answer-</b> Yes, that is correct, and I will be attending training on this. This judgement would then have to be agreed by governors.</p> <p><b>Governor Question-</b> Have you written a fuller version of the SIP?</p> <p><b>Answer-</b> Not yet, as 85% of headteachers are against the new framework.</p> <p><b>Governor Question-</b> Why is this?</p> <p><b>Answer-</b> There are various aspects that headteachers have raised concern over, i.e. the importance of the 2-day inspection and data.</p>	

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- Writing continues to be a key priority for the school as the language children have is a barrier for reading. The school have signed up to Oracy 21 which will begin in November 2025.
- Managing behaviour during lunchtime is also a priority for the school. The school are considering introducing OPAL which will be an ongoing development in order to create more opportunities for children during outdoor play.

**Governor Question-** Are there costs involved in Oracy 21 and OPAL?

**Answer-** Oracy 21 is around £4,000 a year for 4 years, and OPAL is a one-off fee, but we would have to purchase resources regularly.

**Governor Question-** Could parents be asked to support with donations for OPAL?

**Answer-** Yes.

- The headteacher advised that under the new government guidance, the expectation around the number of children leaving EYFS with GLD is increasing to 76%. As the school's GLD is currently below national, HCC will be working with selected schools in order to increase this and this is a priority in the 2025-2026 SIP.

**Governor Question-** Is there any relevance to the colour code?

**Answer-** No.

**Governor Question-** Has the 2025-2026 SIP been shared with staff?

**Answer-** No as the plan requires fine-tuning before it is shared with staff.

**Governor Question-** Looking at the RAG rating for the 2024-2025 SIP, there are a few amber ratings, why is 'Securing quality first teaching for SEND children within the classroom environment' amber?

**Answer-** This isn't consistent across the whole school and the SENCo is still attending training. HCC have now released the new SEND provision document which outlines what a school must provide to a pupil before an EHCP is considered and applied for.

**Governor Question-** And for 'To monitor, analyse and improve school data at Key Stage 1 & Key Stage 2 in core subjects'?

**Answer-** As an SLT we understand our data, and we were very pleased with our data this year however we must ensure our teachers understand their data, and what the data is telling them.

**Governor Question-** Is it how the data is collected or moderated by teachers?

**Answer-** From a teacher's perspective there is no assessment for writing, and it is down to the class teacher to assess this. We are taking part in more external moderating, and we are trying to increase our teacher's knowledge.

**Governor Question-** And for 'To promote Equality and Diversity across the school and within subject areas'?

**Answer-** As a school we need to consider how diversity is included in the curriculum. Progress has been made on this however it is ongoing.

**Governor Question-** When were the Equality Objectives last reviewed?

**Answer-** We have started work on the Equality Objectives, which have been drafted, and this will be shared with governors ahead of the next meeting.

**Governor Question-** Has there been any improvements in supporting pupils with online and offline abuse?

**Answer-** This is improving, and Year 6 have taken part in a workshop around how to stay safe online. There are no concerns at the moment however it is still early in the term.

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	There was a fight outside of school recently which involved 2 pupils who attend our school. This was posted by a parent on Facebook, and I have had to address this.	
8.	<p><b>Finance update</b> Circulated prior to the meeting, SO'S updated governors on the following and welcomed questions.</p> <ul style="list-style-type: none"> <li>• SO'S advised that there are no significant changes to the budget.</li> <li>• The school has received additional funding for clubs and wraparound care however this money covers the cost of running these services.</li> <li>• £2,000 has been received for additional hours in Nursery fees.</li> <li>• The school have received a staff insurance payout of £2,700 for maternity and sickness.</li> <li>• The school had budgeted £2,000 for tree works however following the tree survey, the work required cost £2,720.</li> <li>• Water charges have increased, and a water reading has taken place however the school have since received a bill for £2,000. The site manager is monitoring the water readings for the weekend periods in order to ensure there are no leaks.</li> <li>• OPAL and Oracy 21 is an additional cost which was not budgeted for.</li> <li>• The school have had to pay the coach cost shortfall of the residential journey.</li> <li>• The school mini-bus requires work which amounts to around £1,100 however having a second mini-bus in place enables the school to offer experiences to pupils as coach costs are extremely expensive.</li> <li>• The school's phone system must be updated next year. The motherboard must be replaced at a cost of £1,500 however the school will be updating the system next year.</li> <li>• The school currently has £5,700 in the school Fund Account.</li> </ul> <p><b>Governor Question-</b> Is this PTA money? <b>Answer-</b> No, we do not have a PTA.</p> <ul style="list-style-type: none"> <li>• The school bank with Natwest and the Stevenage branch has now closed, meaning the nearest branch is now in Hitchin.</li> <li>• The school won £750 in a global art competition, and this money will be used to benefit the children of the school.</li> </ul> <p><b>Governor Question-</b> The forecast deficit has now reduced to £75,000, is this correct? <b>Answer-</b> Yes, and the deficit usually does reduce as the year progresses however it will never reduce to the level it has previously due to the reduction in pupil numbers.</p> <ul style="list-style-type: none"> <li>• The chair advised that he has met with the headteacher and SO'S to review pupil to staff ratios and work on this is ongoing.</li> </ul> <p><b>Governor Question-</b> Is long term supply more economically? <b>Answer-</b> This is a lot more expensive than it used to be.</p> <ul style="list-style-type: none"> <li>• SO'S advised that HCC have not updated the Schools Financial Value Standards (SFVS) timeframe for this year.</li> <li>• A report on related party transactions has been completed and shared with governors.</li> </ul>	
9.	<p><b>Governor visits and training</b></p> <ul style="list-style-type: none"> <li>• GK has shared her governor health &amp; safety report with governors following her recent visit to the school. GK has made some comments and suggestions to the headteacher which he will consider. The headteacher advised that daily minor accidents are recorded in the school and serious incidents/accidents are reported</li> </ul>	

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	<p>to HCC. It was agreed that the headteacher will include any reported incidents/accidents to HCC in school in his headteacher report going forward.</p> <ul style="list-style-type: none"> <li>• LB has carried out a safeguarding visit to the school this term and the report from this visit has been shared with governors.</li> <li>• KR has a date confirmed to visit the school this term.</li> <li>• KS will confirm a visit with the school for this term.</li> </ul>	<p>HT</p> <p>KS</p>
10.	<p><b>Chairs Business</b></p> <ul style="list-style-type: none"> <li>• Governors were asked to complete the Governor Effectiveness Tool on GovernorHub if they have not already done so.</li> <li>• The headteacher advised that there have been 2 parent complaints this term who initially wished to escalate their complaints to the formal process. The deputy headteacher was appointed as the investigating officer for both complaints, and 2 meetings have taken place with each parent. The parents are satisfied with the school's investigations as well as the outcome of the investigations.</li> </ul>	<p>All</p>
11.	<p><b>External Reports</b></p> <ul style="list-style-type: none"> <li>• The headteacher advised that there have been no external visitors to the school since the last full governing body meeting.</li> <li>• The school's HFL SEN Adviser will be visiting the school next week to meet with the SENCo. The SENCo would like to have a formal system in place which details why the school have chosen a curriculum for an SEN child as well as why the school are making the decisions they are for these pupils, which the headteacher fully supports. This will provide clear factual evidence when applying for an EHCP for a child and the SEN Adviser will support the SENCo with this during their visit next week.</li> </ul> <p><b>Governor Question-</b> I think this should be included in the inclusive section of the SIP?  <b>Answer-</b> It will be.</p> <p><b>Governor Question-</b> As the SEN governor, is this something I can look at?  <b>Answer-</b> Yes.</p>	
12.	<p><b>Polices for approval</b></p> <p><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"> <li>• Accessibility Policy.</li> <li>• Oak View Emergency Plan.</li> <li>• Religious Education Policy.</li> <li>• Safer Recruitment Policy.</li> <li>• Teaching and Learning Handbook.</li> <li>• Prevent Policy.</li> </ul> <p><b>Governor Question-</b> I feel that some of the wording in the Charging and Remissions policy is quite harsh and as a parent, I would find the tone quite aggressive.  <b>Answer-</b> I will review this policy, and this will be brought back to the next full governing body meeting for approval.</p> <p><b>Governor Question-</b> The SEN aspect of experiences and trips within the Accessibility policy may not be feasible or possible for SEN children, perhaps the wording should be re-wording to 'opportunity'?  <b>Answer-</b> I have made this change now.</p> <p><b>Governor Question-</b> The Emergency Response Plan has some contact numbers in it. Are</p>	<p>HT</p>

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	these still correct? <b>Answer-</b> This is an HCC model policy which was updated by the local authority in March 2025 however we will check that the contact numbers are correct.	<b>HT, SO'S</b>
13.	<p><b>Any other Business</b></p> <p><b>Nursery 2026-2027</b></p> <ul style="list-style-type: none"> <li>The headteacher advised that he and SO'S will be meeting with HCC representatives next week to discuss the school's Nursery provision and the decline in numbers.</li> <li>The headteacher will produce a case study to present to the local authority, and the headteacher would like to discuss all possible options with the local authority.</li> </ul> <p><b>Southfield Special School</b></p> <ul style="list-style-type: none"> <li>The headteacher advised that Southfields Special School have applied to increase their Published Admission Number (PAN) by 26. The headteacher will be meeting with HCC planning and roadways to discuss the possible impact to the congestion and safety on the main road outside of the school.</li> </ul> <p><b>Local County Councillor</b></p> <ul style="list-style-type: none"> <li>The headteacher advised that the local County Councillor has contacted the school regarding the carpark to the side of the school, which is part of the school's boundary line.</li> <li>The carpark has been maintained for a number of years however for the last 2 years no maintenance has taken place. This has now been raised with local country councillors which has led them to look at who is responsible for the carpark and maintaining it.</li> <li>Although the carpark is in the school's boundary line, the headteacher has advised that the school will not be responsible for any of the maintenance required as this is a publicly used carpark, and that the school would be happy to have the area removed from their boundary lines.</li> <li>For the time being the school will continue to monitor the area for fly-tipping alongside another local school and report any issues to the local authority.</li> </ul>	
14.	<p><b>2025-2026 Meeting Dates all at 5.00pm</b></p> <ul style="list-style-type: none"> <li>Thursday 13<sup>th</sup> November 2025.</li> <li>Tuesday 13<sup>th</sup> January 2026.</li> <li>Thursday 12<sup>th</sup> March 2026.</li> <li>Wednesday 6<sup>th</sup> May 2026.</li> <li>Tuesday 16<sup>th</sup> June 2026.</li> </ul>	
<b>Meeting Closed at 6.38pm</b>		

### Actions

Action	Owner
1. KS, GK, and KR will make all the required annual declarations on GovernorHub	<b>KS, GK, KR</b>
2. The headteacher and SO'S will produce a ICFP ahead of writing the school business plan.	<b>HT, SO'S</b>
3. The headteacher advised that Hertfordshire County Council (HCC) has released new Prevent guidance which states that staff must complete training annually and governors should also complete an annual course as best practice.	<b>All</b>

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4. The school's Equality Objectives will be shared with governors ahead of the next meeting.	<b>HT</b>
5. It was agreed that the headteacher will include any reported incidents/accidents to HCC in school in his headteacher report going forward.	<b>HT</b>
6. KS will confirm a visit with the school for this term.	<b>KS</b>
7. Governors were asked to complete the Governor Effectiveness Tool on GovernorHub if they have not already done so.	<b>All</b>
8. The headteacher will review the wording in the Charging & Remissions policy this will be brought back to the next full governing body meeting for approval.	<b>HT</b>
9. The school will check that the contact numbers in the Emergency Response Plan are correct.	<b>HT, SO'S</b>

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