



Oak View Primary & Nursery School

**Oak View Primary & Nursery School
Full Governing Body Meeting
Thursday 12th September 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).

In-Attendance: Kayleigh Kingsland- Clerk and Lee Bradley (LB)- Observer.

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 LB as a potential new governor and observer of the meeting. Introductions were given by all. • No apologies were received for the meeting and all governors were present. 	
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"> • Confidential item. 	
4	<p>To approve the minutes of the previous meeting</p> <ul style="list-style-type: none"> • The minutes of 18th June 2024 were agreed as a true record of the meeting and will be signed by the chair of governors on GovernorHub. 	
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 consider annual business</p> <ul style="list-style-type: none"> • Anthony Kent was nominated as the chair of governors and was appointed unopposed. • GK was nominated as the vice chair of governors and was appointed unopposed. • Governors agreed that the meeting structure will remain unchanged for the 2024-2025 academic year. • The chair advised that he has reviewed the terms of reference, and these were approved by the governing body. 	All

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	<ul style="list-style-type: none"> • It was agreed that governors will carry out a governor visit once a term as a minimum. • Governors were asked to make their pecuniary interest declaration on GovernorHub as well as the other various declarations which must be made. Governors were asked to disclose their occupation under the declarations of interest on GovernorHub. • The Governor Code of Conduct was circulated to governors prior to the meeting and governors were asked to confirm that they have read and will adhere to the Code of Conduct under the declaration tab on GovernorHub. • Governors were asked to ensure they read both part 1 and part 2 of Keeping Children Safe in Education 2024 and confirm that they have done so under the declaration tab on Governor Hub. • It was agreed that subject leads will continue to present their subjects to governors at full governing body meetings. • GK confirmed that she will carry out an audit of the school website. The chair will share the audit template that was used previously with GK. 	<p>All</p> <p>All</p> <p>All</p> <p>GK</p>
7	<p>To receive headteacher verbal report <i>The headteacher updated governors on the following and welcome any questions.</i></p> <ul style="list-style-type: none"> • The headteacher advised that the school has started off to a positive start and staff have been extremely supportive of the school. • All staff took part in Level 1 Safeguarding Children training during the 2024 autumn term Inset day. The headteacher presented the SEF to staff and the SENCo provided an SEN update. Data was then reviewed and discussed with staff and there was also a focus on assessment. Increasing staff confidence will be a priority for the SLT this year. • 7 new staff members joined the school this term. An ECT in EYFS, an ECT2 in Year 1, a new Year 2 teacher, a Year 5 teacher, and new SEND assistants. Mrs Wan will be overseeing the ETC programme this year. • Mrs Susan Wombwell is now the Head of Phases. • There are 3 phase leaders in the school in EYFS, Key Stage 1 and Key Stage 2 and these staff are very proactive. • Three apprentices have joined the school this year. • There are 423 pupils on roll in the school and 17 pupils left the school at the end of the 2024 summer term and 7 pupils have joined the school. There are currently 50 children in EYFS and the headteacher does not believe these places will be filled. • The overall attendance for the school for 2023-2024 was 93.3% which was 0.9% below national, which is an improvement from the school last year. The school continue to have persistent absentees and attendance procedures are being followed which are in line with the new national attendance guidance. • The local authority has contacted all local schools to ask what the schools would accept over their Published Admission Number (PAN) for this academic year and the headteacher is yet to respond. The headteacher has been provided with predicted pupils numbers for the next 5 years, and Hatfield is the only area at present that is overpopulated which will support future pupil numbers of the school. 	



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	<ul style="list-style-type: none"> The local authority has advised schools that if an appeal is made, it costs the school £114, £174 for any work that takes place on the appeal, and £487 if a hearing takes place. <p>2023-2024 Data EYFS Profile - % of children achieving a Good Level of Development (GLD) Herts: 65% National: 65% Oak View: 63%</p> <p>Year 1 Phonics Screening Check - % of children achieving the standard Herts: 76% National: 76% Oak View 87%</p> <p>Key Stage 1 (SATs and teacher assessments)</p> <table border="1"> <thead> <tr> <th></th> <th>Herts</th> <th>National</th> <th>Oak View</th> </tr> </thead> <tbody> <tr> <td>Reading EXS+</td> <td>68%</td> <td>67%</td> <td>58%</td> </tr> <tr> <td>Writing EXS+</td> <td>58%</td> <td>58%</td> <td>43%</td> </tr> <tr> <td>Maths EXS+</td> <td>68%</td> <td>68%</td> <td>60%</td> </tr> <tr> <td>Science EXS</td> <td>78%</td> <td>77%</td> <td>TBC</td> </tr> </tbody> </table> <p>Key Stage 2 (SATs tests and teacher assessment)</p> <table border="1"> <thead> <tr> <th></th> <th>Herts</th> <th>National</th> <th>Oak View</th> </tr> </thead> <tbody> <tr> <td>RWM ESX+</td> <td>60%</td> <td>59%</td> <td>56%</td> </tr> <tr> <td>Reading EXS+</td> <td>78%</td> <td>74%</td> <td>68%</td> </tr> <tr> <td>Writing EXS+</td> <td>69%</td> <td>69%</td> <td>60%</td> </tr> <tr> <td>Maths EXS+</td> <td>73%</td> <td>71%</td> <td>72%</td> </tr> <tr> <td>Science EXS</td> <td>80%</td> <td>79%</td> <td>74%</td> </tr> <tr> <td>SPAG EXS+</td> <td>76%</td> <td>72%</td> <td>68%</td> </tr> </tbody> </table>		Herts	National	Oak View	Reading EXS+	68%	67%	58%	Writing EXS+	58%	58%	43%	Maths EXS+	68%	68%	60%	Science EXS	78%	77%	TBC		Herts	National	Oak View	RWM ESX+	60%	59%	56%	Reading EXS+	78%	74%	68%	Writing EXS+	69%	69%	60%	Maths EXS+	73%	71%	72%	Science EXS	80%	79%	74%	SPAG EXS+	76%	72%	68%	
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8	<p>To review the School improvement plan <i>Circulated prior to the meeting, the headteacher updated governors on the following and welcome any questions.</i></p> <ul style="list-style-type: none"> It was agreed that the 2023-2024 School Improvement Plan (SIP) will be reviewed, and RAG rated by the headteacher and shared with governors prior to the next meeting. The headteacher advised that the 2024-2025 SIP has been amended following consultation with staff and some amendments have been made: <ul style="list-style-type: none"> To narrow the gap between school and national data in core subjects (Key Stage 1 and Key Stage 2). Secure quality first teaching for SEND children within the classroom environment. Improve pupil outcomes in writing across the curriculum. A high focus this year will be upon Measurement, Geometry and Statistics with the school looking at a new approach of teaching these areas. 	HT																																																



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	<ul style="list-style-type: none"> - Consistent high-quality teaching and learning practices ensure children make substantial progress in all subjects (particularly disadvantaged and vulnerable pupils). - Build upon last year's introduction of Little Wandle in Key stage 2 and ensure reading fluency becomes consistent for all children. - Improve the teaching and learning of knowledge and skills in our 21st Century Curriculum. <ul style="list-style-type: none"> • The SIP has been broken down into a number of sub-actions for the 2024 autumn term: <ul style="list-style-type: none"> Quality of Education <ul style="list-style-type: none"> - Secure quality first teaching for SEND children within the classroom environment. - Improve the quality of all pupils writing across the curriculum stage related. - Develop and secure the knowledge and skills of Shape, Measurement, Geometry and Statistics in maths for all children. - Ensure pupil feedback is purposeful and support progress over time - stage related. - Build on Little Wandle in Key Stage 2 and ensure reading fluency becomes consistent for all children. - Focus on development of teaching Knowledge and Skills in our 21st Century Curriculum. - To ensure Support Staff have continuously improving subject, pedagogical and content knowledge. Leadership & Management <ul style="list-style-type: none"> - To monitor, analyse and improve school data at Key Stage 1 and Key Stage 2 in core subjects. - Develop the Quality of Education in all subject areas with a clear focus on knowledge and skills. - To promote Equality and Diversity across the school and within subject areas. Behaviour & Attitude <ul style="list-style-type: none"> - Clear focus on high need/more challenging pupils linked to behaviours for learning. - Develop opportunities for pupil leaders across the school. - Introduce and promote new Early Help support for the school community. - To monitor and support families, focussing on reducing the persistent absence percentage. Personal Development <ul style="list-style-type: none"> - Develop an enrichment programme across years 1-6 that focuses on the curriculum and real-life activities for the children to develop further as individuals. - To support the physical and mental health and resilience of pupils and staff. - High focus on improving pupil's knowledge of how to stop online abuse. 	HT, All
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	<ul style="list-style-type: none"> It was agreed that the 2024-2025 SIP priorities will be linked to governor roles and will be a focus of governor visits going forward. 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
9	<p>To review finance reports <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 budget monitoring report for June 2024 has been shared with governors 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 however this may not be fully covered, and it is unknown if schools will receive the funding next year. Support staff pay increases are yet to be confirmed. The chair advised that he has reviewed the Schedule of Financial Delegation and 3-year budget plan, and these were approved by the governing body. The chair will review the shared risk register following the meeting. The Schools Financial Value Standards (SFVS) timetable has been set and work will begin on this in the 2025 spring term. 	Chair
10	<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. LB will book onto a Governor Induction and Safeguarding Children training course. Governors were encouraged to complete the training courses that are available online with Modern Governor. Governors were asked to confirm their link governor visits with the headteacher for this term if they have not already done so. The chair advised that the governor visit template must be completed following every governor visits. 	LB All All
11	<p>Chairs Business</p> <ul style="list-style-type: none"> The chair will circulate a governor skills audit with governors. Governors were asked to complete the audit and share with the chair. The chair advised that he has not received any complaints, letters, or correspondence this term. Governors were asked to consider any possible parents who may be interested in the parent governor vacancies. <p>Link Governor Roles</p> <ul style="list-style-type: none"> Complaints- Governors were asked to ensure that they have completed Handling Complaints training as a panel will be formed as and when required. Exclusions- Governors were asked to ensure that they have completed Exclusions training as a panel will be formed as and when required. Headteacher Performance Management- Chair and LB. Pay Panel- Chair and LB. Children Looked After-LB. EYFS- SC. 	Chair, All All All All



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	<ul style="list-style-type: none"> • Finance- Chair. • Health & Safety- Chair. • Pupil Premium- SC. • Safeguarding- LB. • SEND- GK. • Sports Premium- SC. • Staff Welfare, PSHE and Attendance- Chair. • Training- Chair. • Quality of Education and Curriculum- KS. • Cyber Security- LB. • Attendance- KS. 	
12	<p>External reports <i>The following reports were shared with governors prior to the meeting:</i></p> <ul style="list-style-type: none"> • The school's 2024 summer term School Effectiveness Adviser (SEA) visit report was shared with governors prior to the meeting. 	
13	<p>Polices for approval <i>Circulated prior to the meeting the following polices were approved and ratified by the governing body:</i></p> <ul style="list-style-type: none"> • Behaviour Policy. • Statement of Behaviour Principles. • Keeping Children Safe in Education 2024 - Part One. • Oak View Emergency Plan. • Nursery Admissions 2025/2026. • Schedule of Financial Delegation. • SEND Policy. • Staff Grievances Policy. 	
14	<p>Any other Business Confidential Item</p> <ul style="list-style-type: none"> • Please refer to confidential part II meeting minutes. 	
15	<p>2024-2025 Meeting Dates all at 5.00pm</p> <ul style="list-style-type: none"> • 15th October 2024. • 21st November 2024. • 15th January 2025. • 6th March 2025. • 20th May 2025. • 17th June 2025. 	
Meeting Closed 7.00pm		

Actions

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1	It was agreed that governors will carry out a governor visit once a term as a minimum.	All
2	Governors were asked to make their pecuniary interest declaration on GovernorHub as well as the other various declarations which must be made. Governors were asked to disclose their occupation under the declarations of interest on GovernorHub.	All



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9	The chair will review the shared risk register following the meeting.	Chair
10	LB will book onto a Governor Induction and Safeguarding Children training course.	LB
11	Governors were encouraged to complete the training courses that are available online with Modern Governor.	All
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13	The chair will circulate a governor skills audit with governors. Governors were asked to complete the audit and share with the chair.	Chair
14	Governors were asked to consider any possible parents who may be interested in the parent governor vacancies.	All
15	Complaints- Governors were asked to ensure that they have completed Handling Complaints training as a panel will be formed as and when required.	All
16	Exclusions- Governors were asked to ensure that they have completed Exclusions training as a panel will be formed as and when required.	All



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