



**Oak View Primary & Nursery School  
Full Governing Body Meeting  
Tuesday 9<sup>th</sup> September 2025  
At 4.00pm  
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), Sarah Coull (SC), and Kady Sanogo (KS).

**In-Attendance:** Kayleigh Kingsland- Clerk and Tricia Hill (TH)- School Finance Officer- item 10 only.

ITEM	ACTION
1. <b>Welcome, apologies and approval of absences</b> <ul style="list-style-type: none"> <li>• The chair welcomed everyone to the meeting.</li> <li>• No apologies were received for the meeting, and all governors were present.</li> </ul>	
2. <b>Appointment of Chair and Vice Chair</b> <ul style="list-style-type: none"> <li>• Anthony Kent was nominated as the chair of governors and was appointed unopposed for a further year.</li> <li>• LB was nominated as the vice chair of governors and was appointed unopposed.</li> </ul>	
3. <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>	
4. <b>Any other business</b> <ul style="list-style-type: none"> <li>• Pay awards.</li> <li>• Allergy free school letter to parents.</li> <li>• SEN funding.</li> </ul>	
5. <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>	
6. <b>Matters arising from the previous minutes</b> <ul style="list-style-type: none"> <li>• The chair advised that GovernorHub now has an effectiveness tab, which governors were asked to complete before the next meeting. The results will then be reviewed by the chair.</li> <li>• All other actions were complete or covered in the agenda for this meeting.</li> </ul>	<b>All</b>
7. <b>Business Agenda items</b> <ul style="list-style-type: none"> <li>• Governors confirmed that they were happy with the format of the meetings and</li> </ul>	

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	<p>the use of Google Drive/Docs to access documents.</p> <ul style="list-style-type: none"> <li>• The circulated Governing Body Terms of Reference were approved by the governing body.</li> <li>• Governors will confirm the various confirmations under the compliance tab on GovernorHub by 14<sup>th</sup> October 2025 to include Keeping Children Safe in Education 2025, Governor Code of Conduct, business and pecuniary interest declarations, and GDPR and Privacy Notices.</li> <li>• It was confirmed that all DBS checks are update to date and in place for governors.</li> <li>• Governors were reminded that all matters discussed during meetings are to remain confidential.</li> <li>• The chair confirmed that the headteacher’s performance management meeting will take place on 27<sup>th</sup> November 2025, and the panel will consist of KR and the chair.</li> <li>• The following link governor roles were confirmed for the 2025-2026 academic year: <ul style="list-style-type: none"> <li>- Cyber Security- LB.</li> <li>- EYFS- KR.</li> <li>- Finance- KR and Chair.</li> <li>- Governor Training- Chair.</li> <li>- Health &amp; Safety- Chair.</li> <li>- Pupil Premium- SC.</li> <li>- Quality of Education/Curriculum- KS.</li> <li>- Safeguarding and Children Looked After- LB.</li> <li>- SEND- GK.</li> <li>- Sports Premium- SC.</li> <li>- Staff Welfare/Pastoral/Attendance- AB.</li> <li>- Training- Chair.</li> <li>- Whistleblowing- Chair.</li> </ul> </li> <li>• GK agreed to carry out a governor health &amp; safety visit this term, and a date will be confirmed with the headteacher.</li> <li>• The chair advised that the Annual Plan of Work/Scheme of Reports for the governing body has been shared with governors, and this will be updated to include link governor roles.</li> <li>• The headteacher will link governor roles to specific areas of the 2025-2026 School Improvement Plan (SIP).</li> </ul>	<p>All</p> <p>GK, HT</p> <p>Chair</p> <p>HT</p>
8.	<p><b>To receive verbal headteacher Report</b>  <i>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 received an Ofsted complaint in June 2025 and the report from this investigation has been shared with governors. This was an anonymous complaint from a parent around how the school dealt with an allegation of bullying which required the consultant investigating the complaint to interview members of the SLT. Following investigation and interviews, the consultant identified the following actions for the school to take:  <b>Action 1:</b> When leaders review the Behaviour policy in autumn 2025, they should consider including in section 3 the most up-to-date DfE guidance on bullying Preventing bullying.</li> </ul>	



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	<p><b>Action 2:</b> As soon as possible, leaders will ensure that all allegations of bullying (no matter who reports the allegation and whether or not leaders consider the behaviours to be bullying) will be recorded on CPOMS as an allegation of bullying. This information should be communicated to all staff and included within the Behaviour policy when it is updated in autumn 2025. The school have now created an ‘alleged bullying’ tab on CPOMS in order to have a clear record of incidents whilst any reports of bullying are being investigated.</p> <ul style="list-style-type: none"> <li>• The start of the 2025 autumn term has been a success. The focus of the staff Inset day this term was on Safeguarding – GDPR, Compliance – code conduct, Quality of education - T&amp;L policy, the 2025-2026 SIP, and SEND systems/changes.</li> <li>• Three new members of staff have joined the school this term, 1 class teacher, and 2 SEN teaching assistants who have been appointed on a one-year contract.</li> <li>• The school’s ECT has successful passed, and a reception teacher will begin their teacher trainer.</li> <li>• Two apprentices are still in school and are due to finish in December 2025.</li> <li>• The school still have an ongoing/open staff discrimination case which will be going to court in March 2026.</li> <li>• There are 405 pupils on roll in the school at present compared to 423 last year.</li> <li>• 2025 Key Stage 2 SATs data was issued yesterday, and the school have requested to disapply 4 children, 3 who sat the exams and 1 who did not.</li> </ul> <p><b>Governor Question-</b> Did any of these children achieve ARE?  <b>Answer-</b> No, however some made significant progress.</p> <p><b>Governor Question-</b> Is this due to English being an additional language?  <b>Answer-</b> Yes, and a different curriculum.</p> <ul style="list-style-type: none"> <li>• The school have purchased 3 anti-choking devices.</li> <li>• A 4% staff pay increase has been confirmed which has been budgeted for.</li> <li>• The headteacher advised that staff performance management cycles are becoming very difficult to manage due to the changes in the guidance. This year staff targets will be staff led, and a monitoring programme will be put in place which will be based on the 8 key teaching standards, and each strand will be reviewed each half term in order to hold staff to account.</li> </ul>	
9.	<p><b>To review the School Improvement Plan</b></p> <ul style="list-style-type: none"> <li>• The 2025 autumn term SIP was shared with governors prior to the meeting. The full 2025-2026 SIP and review/impact of the 2024-2025 SIP will be presented to governors at the next full governing body meeting.</li> </ul>	HT
10.	<p><b>Finance update</b>  <i>Circulated prior to the meeting, TH updated governors on the following and welcomed questions.</i></p> <ul style="list-style-type: none"> <li>• TH advised that the school budget for 2025-2026 was set using the 2024-2025 carry forward of £311,000 with an expected carry forward of £226,00 at the end of the financial year. The budget is currently on track, however, due to a decline in pupil numbers in Reception and Year 1, the budget for 2026-2027 must be considered in order to support the likely reduction in funding. The school have also lost funding for pupil premium and SEN pupils due to changes in how this funding is allocated.</li> </ul> <p><b>Governor Question-</b> What are you forecasting for year 2 for pupil numbers?</p>	



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14.	<p><b>Policies 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>• Anti-Bullying and Anti-Harassment Policy.</li> <li>• Behaviour Policy.</li> <li>• Capability Policy.</li> <li>• Career Break Policy.</li> <li>• Child Protection Policy.</li> <li>• Complaints Policy.</li> <li>• Disciplinary Policy.</li> <li>• Schedule of Financial Delegation.</li> <li>• SEND Policy.</li> <li>• Staff Appraisal Policy 2025-26.</li> <li>• Staff Pay Policy 2025-26.</li> </ul>	
15.	<p><b>Any other Business</b></p> <p><b>Pay Awards</b></p> <ul style="list-style-type: none"> <li>• The governing body approved the staff pay recommendations that have been sanctioned and budgeted for. It was agreed that the chair and KR will carry out a spot check during their visit to the school on 27<sup>th</sup> November 2025.</li> </ul> <p><b>Allergy Free School Letter to Parents</b></p> <ul style="list-style-type: none"> <li>• The headteacher advised that parents have been written to and informed that the school are now an allergy free school and the local authority have issued schools with guidance around anaphylaxis.</li> </ul> <p><b>Governor Question-</b> Has there been any feedback from parents?  <b>Answer-</b> No, however one child did bring an item containing nuts into school today which will be discussed with the parent.</p> <p><b>SEN Funding</b></p> <ul style="list-style-type: none"> <li>• GK advised that the local authority is carrying out a review of how SEN funding is allocated to schools and have now announced that Education Health Care Plans will be split, one for health-based needs and one for care-based needs. The headteacher advised that the school are awaiting guidance from the local authority.</li> </ul>	<b>Chair, KR</b>
16.	<p><b>2025-2026 Meeting Dates all at 5.00pm</b></p> <ul style="list-style-type: none"> <li>• Thursday 14<sup>th</sup> October 2025.</li> <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 5.21pm</b>		

**Actions**

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1. The chair advised that GovernorHub now has an effectiveness tab, which governors were asked to complete before the next meeting. The results will then be reviewed by the chair.	<b>All</b>
2. Governors will confirm the various confirmations under the compliance tab on GovernorHub by 14 <sup>th</sup> October 2025 to include Keeping Children Safe in Education 2025, Governor Code of Conduct, business and pecuniary interest declarations, and GDPR and Privacy Notices.	<b>All</b>
3. GK agreed to carry out a governor health & safety visit this term, and a date will be confirmed with the headteacher.	<b>GK, HT</b>
4. The chair advised that the Annual Plan of Work/Scheme of Reports for the governing body has been shared with governors, and this will be updated to include link governor roles.	<b>Chair</b>
5. The headteacher will link governor roles to specific areas of the 2025-2026 School Improvement Plan (SIP).	<b>HT</b>
6. The 2025 autumn term SIP was shared with governors prior to the meeting. The full 2025-2026 SIP and review/impact of the 2024-2025 SIP will be presented to governors at the next full governing body meeting.	<b>HT</b>
7. The headteacher advised that he will be writing a business plan this term. It was agreed that the chair will confirm a date to meet with the headteacher to discuss this.	<b>HT, Chair</b>
8. It was agreed that the headteacher and chair will carry out a pupil to staff benchmarking exercise this term and a date will be confirmed following the meeting.	<b>Chair, HT</b>
9. Governors were asked to confirm their link governor visits with the school for the term ahead.	<b>All</b>
10. Governors were asked to complete Prevent training if they have not already done so before the next full governing body meeting.	<b>All</b>
11. Governors were asked to ensure their Safeguarding Children training is up to date.	<b>All</b>
12. The governing body currently has one co-opted governor vacancy, and governors were asked to consider any possible candidates.	<b>All</b>
13. A review of the Single Central Record (SCR) will take place with LB on 23 <sup>rd</sup> September 2025, and LB will review the actions from the last audit as part of this visit.	<b>LB</b>
14. The governing body approved the staff pay recommendations that have been sanctioned and budgeted for. It was agreed that the chair and KR will carry out a spot check during their visit to the school on 27 <sup>th</sup> November 2025.	<b>Chair, KR</b>



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