



Oak View Primary & Nursery School

Oak View Primary & Nursery School Full Governing Body Meeting Thursday 23rd November 2023 at 5.00pm Minutes

Present: Neil Richardson (Headteacher), Anthony Kent (Chair), Jules Rayner (JR), Sheila O'Shaughnessy- School Business Manager (SO'S), Gemma Kelly (GK), Lesley Waddingham (LW), Kady Sanogo (KS), Sarah Coull (SC), and Claire Wiltshire-Hunt (CW-H).

Apologies: Mo Molaei (MM).

In-Attendance: Kayleigh Kingsland- Clerk, Mental Health Lead- Danielle Pyzer (DP), Anila Riaz (AR)- Maths Lead, and Siobhan Stuart (SS)- Science Lead- item 6 only.

ITEM		ACTION
1	Welcome, apologies and approval of absences <ul style="list-style-type: none"> The chair welcomed everyone to the meeting. MM sent apologies for the meeting and this absence was approved by the governing body. 	
2	To declare any conflict of interest that may arise during the meeting <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"> None declared. 	
3	Any other business <ul style="list-style-type: none"> Staffing. 	
4	To approve the minutes of the previous meeting <ul style="list-style-type: none"> The minutes of 17th October 2023 were agreed as a true record of the meeting and will be signed by the chair of governors on Governor Hub. 	
5	Matters arising from the previous minutes <ul style="list-style-type: none"> MM, JR, and KS to confirm their declarations and pecuniary interest on Governor Hub. All other actions were complete or covered in the agenda for this meeting. 	MM, JR, KS
6	School Leaders information sharing <i>Staff delivered presentations to governors on science, maths and mental health and welcomed governor questions. Please refer to Appendix A, B and C.</i> Science (SS) Governor Question- Are you teaching children the effectiveness of resources?	

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	<p>Answer- Yes in Year 5 and Year 6.</p> <p>Governor Question- Have you seen Hertfordshire Pudding?</p> <p>Answer- No, but I will look at this.</p> <p>Maths (AR) and (SS)</p> <p>Governor Question- Are you confident that an effective assessment system will be in place now that Key Stage 1 SATs are no longer statutory?</p> <p>Answer- Yes, we will have a robust system in place which will enable staff to have a better understanding of a child's journey in the school. We really want to tighten up our assessment approach and staff will be given more opportunities to assess in order to strengthen this.</p> <p>Governor Question- What parental engagement do you have and how do you communicate how you teach maths with parents?</p> <p>Answer- We ensure that on homework day, homework is explained in great detail with the child if we have identified that the child requires support. Parents do approach us if their child is finding something challenging at home. Google Classroom is also a very effective tool.</p> <p>Governor Question- Is the Calculation policy shared with parents?</p> <p>Answer- It is on our school website, but we could put a reference to the policy in the school newsletter.</p> <p>Mental Health (DP)</p> <p>Governor Question- Where are you signposting parents?</p> <p>Answer- On the school website and in the school foyer.</p> <p>Governor Question- Have you considered offering parent support groups for parents of children who have mental health challenges?</p> <p>Answer- Yes.</p> <p>Governor Question- Are you working with the school's SENCo on this?</p> <p>Answer- Yes.</p> <p>Governor Question- What is Jigsaw?</p> <p>Answer- This is our PSHE scheme of work.</p> <p>Governor Question- Are there any trends following pupil voice?</p> <p>Answer- Some of the Year 5 children are worried about Year 6 SATs. Children can be referred to the school Nurse if we identify concerns.</p> <p>Governor Question- Is there anything the school can do to support Year 5 concerns around SATs?</p> <p>Answer- We have delivered assemblies where Year 6 children have spoken to children to reassure them.</p>	HT
7	<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 school continue to have a good start to the term. • The school's School Effectiveness Adviser (SEA) has visited the school and RAG rated the school as 'light green' which is a significant improvement. • Following the school's Pupil Premium School Commissioned Visit, some actions were identified which have been addressed by the school. Out of the 5 targets, 2 	



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	<p>have been completed and 3 continue to be ongoing. This was a very positive visit which was recognised by the adviser.</p> <ul style="list-style-type: none"> • The school's EYFS Teaching & Learning Adviser has visited the school to work with the EYFS Lead. • The school are working alongside the English Hub and a meeting has taken place to discuss support for this academic year. • The school's SEN Teaching & Learning Adviser has visited the school and worked with Year 3 teachers to support with scaffolding and planning. <p>Governor Question- You have had a number of external adviser visits this term, is this because the school have been identified as requiring support?</p> <p>Answer- No, the pupil premium visit was a follow up visit, and we buy into Herts for Learning Teaching & Learning support.</p> <ul style="list-style-type: none"> • English monitoring been strong across the school, with some key changes identified which will now be implemented over the next two terms. • Monitoring across the school is now embedded and subject leaders are providing feedback to staff. <p>Governor Question- What is cursive writing?</p> <p>Answer- Joined up writing.</p> <ul style="list-style-type: none"> • Key Stage 1 provision has changed to enhance the learning experience. • The school had 80% participation at parents evening. This was followed by the parent survey and the results have been shared with governors. Overall feedback it extremely positive. Results have been compared to previous years and will be shared with the chair. <p>Governor Question- There appears to be 2-3% of parents who replied negatively throughout the survey?</p> <p>Answer- I think this relates to one parent.</p> <ul style="list-style-type: none"> • The school have a high level of needs in EYFS. Some of these pupils require places in specialist provision and the school have had to adapt an area in the school for these children. The children's needs are having a significant impact on the school and staff capacity. The local authority has recently been audited in SEN and have significantly failed. The school have been contacted regarding satellite sites which the school are open to exploring however these sites must be staffed effectively. <p>Governor Question- Is there anything in the budget to train staff in SEN?</p> <p>Answer- Training is not the issue, it is the capacity of staff and the level of needs these children have. As these children are in EYFS, they do not have an Education Health Care Plan and therefore do not have any additional funding to support them.</p> <ul style="list-style-type: none"> • The headteacher is finding that there is a rise in unacceptable behaviour from parents of the school which he has had to address. • The school now have 436 pupils on roll and two children will leave the school this week. • Persistent absentees are current at 18.8%. • The school have had two successful appeals this term in Year 4 meaning Year 4 is currently 2 over the school's Published Admission Number. A further appeal for Year 4 will take place next week. 	HT
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Governor Question- Are the appeals because parents really want their children to attend the school?

Answer- There is a lack of school places in the town and these children must go to a school.

- The overall attendance of the school is 94%.
- SEN action plans are in place across the school.
- The school have 4 Looked After Children on roll. Each child has a PEP in place which is reviewed on a termly basis.
- There have been 9 safeguarding concerns raised by staff which have been managed by the school's safeguarding team.

Governor Question- There have been 9 reports of safeguarding concerns by staff, are staff getting better at recognising concerns?

Answer- Yes, staff have had regular training.

- There have been 4 pupils suspended this term for a total of 8 days.
- The school are having issues with the electric gates at the front of the building. The school obtained quotes for new motors at a cost of £8,000 however the gates now need replacing. Three quotes have been obtained and these quotes range between £20,000-£25,000. Governors were asked to be mindful of this cost ahead of the 2024-2025 budget setting.
- During bad weather, a tree limb broke away and damaged a resident's property at a cost of £400.
- The school would like to put a boundary line in place to separate the school from local residents' property. This will also make the school more secure. The school would like to obtain 3 quotes for the work required and this was supported by the governing body.
- The school are looking to put PPA rooms in place and quotes have been obtained for this work.
- The headteacher advised that the shared pupil premium strategy is a 3-year plan and the school are in the third year of the plan.
- 30% of the school's pupils are in receipt of pupil premium funding.
- JR and SC have carried out pupil premium governor visits where the strategy was discussed.
- The school were 17% up from last year in phonics and the approach will now be taken to Key Stage 2.
- Quality first teaching is always part of the school's School Improvement Plan.

Governor Question- Have pupil premium numbers reduced due to the Census?

Answer- Yes and we also lost 17 Year 6 children when they left the school at the end of the 2023 summer term. We now have 125 children on roll who are eligible for pupil premium funding however we do not receive funding for all these pupils.

- Cultural capital is the essential knowledge that children need to prepare them for their future success. It is about giving children the best possible start to their early education. The school have a number of enrichment activities for pupils this term.
- The school have received external validation from advisers during the Pupil Premium School Commissioned Visit as well as the school's School Effectiveness Adviser's visit.



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	<ul style="list-style-type: none"> The sports premium strategy has been completed and has 5 key indications. Last year's sports premium strategy was reviewed and the headteacher feels the school made great progress. 	
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"> The school's Herts for Learning Financial Adviser has advised that there are still some assumptions that are being made in the budget however the staff pay increases will be paid this month. The school are still awaiting government funding to support these costs. There will be a loss in EYFS due to a decrease in pupil numbers. The school will be receiving 3.25% interest in their bank accounts. A member of staff has made a successful bid to the Wellfield Trust. £19,000 will be clawed back from the DfE for the National Tutoring Programme as the school were unable to appoint tutors. This was expected and the funding had been ringfenced. The school have changed their telephone providers to SIP Trunks and the school are saving £100 a month. The trim trail is now in place in the school and children are thoroughly enjoying using this. The area is muddy at present, and mats have been purchased. The school's Herts for Learning Financial Adviser will be leaving the school imminently and governors must be mindful of this. 	
9	<p>Governor visits, training, and induction</p> <ul style="list-style-type: none"> Governors were asked to complete governor visit reports following any visits they complete. These reports must be sent to the headteacher and the chair. 	All
10	<p>Chairs Business</p> <ul style="list-style-type: none"> The chair advised that he has not received any letters or complaints. The chair advised that he would like to arrange a session with governors on governor feedback. The chair will contact governors to confirm a date. 	Chair
11	<p>External reports</p> <ul style="list-style-type: none"> The headteacher has shared the following external reports with governors which provides external validation for the school and are extremely positive: <ul style="list-style-type: none"> - Parent surveys- 2021, 2022, 2023. - CSV report. - CSV Second visit report. - SEA Visit. - EYFS report. 	
12	<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 School Improvement Plan is ongoing and is being embedded across the school. <p>Governor Question- Have you completed the 2024 spring term objectives? Answer- We will do this at the beginning of the 2024 spring term.</p>	
13	<p>Polices for approval</p>	



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	<p><i>Circulated prior to the meeting the following policies were approved and ratified by the governing body:</i></p> <ul style="list-style-type: none"> • Staff Pay policy. • Staff Appraisal policy. • Statement of Behaviour Principles- it was agreed that the wording within the principles will be amended slightly. 	HT, SO'S
14	<p>Any other Business</p> <p>Staffing</p> <ul style="list-style-type: none"> • Please refer to confidential part II meeting minutes. 	
15	<p>2023-2024 Meeting Dates all at 5.00pm</p> <ul style="list-style-type: none"> • Tuesday 16th January 2024 • Thursday 15th February 2024 • Thursday 21st March 2024 • Thursday 16th May 2024 at 4.00pm • Tuesday 18th June 2024 	
Meeting Closed 7.02pm		

Actions

Action	Owner
1. GK, CW-H, SC, KS, and MM to confirm their declarations and pecuniary interest on Governor Hub.	GK, CW-H, SC, KS, MM
2. The school's Calculation policy will be highlighted to parents in the school newsletter.	HT
3. The parent survey results have been compared to previous years and will be shared with the chair.	HT
4. Governors were asked to complete governor visit reports following any visits they complete. These reports must be sent to the headteacher and the chair.	All
5. The chair advised that he would like to arrange a session with governors on governor feedback. The chair will contact governors to confirm a date.	Chair
6. The wording within Statement of Behaviour Principles will be amended slightly with GK's suggestions.	HT, SO'S



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