



Oak View Primary & Nursery School

**Oak View Primary & Nursery School
Full Governing Body Meeting
Tuesday 18th October 2022 at 5.00pm in school
Minutes**

Present: Sonu Gupta (SG), Anthony Kent (Chair), Neil Richardson (Headteacher), Sally Turner (ST), Claire Wiltshire-Hunt (CW-H) and Mo Molaei (MM).

Apologies: Natalie Lawson (NL) and Louise Young- SENCo (LY).

In Attendance: Sheila O'Shaughnessy - School Business Manager (TH), Tricia Hill- Bookkeeping Support (TH), John Conlon (Cover Clerk), Sue Archer – Early Reading Lead, Rachael Wan – Assistant Head (*Items 1 – 7*),

ITEM	ACTION
<p>1 Welcome,</p> <ul style="list-style-type: none"> • The chair welcomed everyone to the meeting. • Newcomers were welcomed and introductions were made. • Sonu Gupta joined the meeting as an observer. He was co-opted to the board. • The meeting was quorate. 	
<p>2 Apologies and approval of absences</p> <ul style="list-style-type: none"> • Natalie Lawson sent apologies for the meeting and this absence was approved by the governing body. • Claire Wiltshire Hunt did not send apologies for the meeting and therefore this absence was not approved by the governing body. • Shellian Santana has resigned and was thanked for her service. 	
<p>3 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. 	
<p>4 Any other business</p> <ul style="list-style-type: none"> • None received. 	
<p>5 To approve the minutes of 12 September 2022</p> <ul style="list-style-type: none"> • The minutes of 12 Sept 2022 were agreed as a true record of the meeting and will be signed by the chair of governors on Governor Hub. 	

Signed as a true record of the meeting:-

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6	<p>Matters arising from the previous minutes</p> <ul style="list-style-type: none"> • ST was asked to review the Scheme of Financial Delegation with SO'S and consider the document from a financial point of view. Update: some amendments are required to reflect that there is not a Finance Committee. Item for the next meeting. • The chair has shared invitations with governors to SLT meetings which will take place on a fortnightly basis. Governors were asked to attend at least one SLT meeting per term as a minimum. Governors will confirm their attendance with the headteacher via email. Update: meetings take place after half-term and alternate between Management and SIP. <p>All other actions were complete or covered in the agenda for this meeting.</p>	Agenda
7	<p>LT presentations The presentations had been circulated.</p> <p>Rachel Wan (Science Lead):</p> <ul style="list-style-type: none"> • The curriculum outline is published on the school website. • There is guidance under each year group as to coverage and what is statutory and non-statutory. • Also on the school website is working scientifically strands for each Key Stage. • Year Group Plans: Each Year group has a plan of what is to be covered in a year. • The non-statutory guidance is very useful. • A new theme curriculum was implemented and so alongside this there was a review of the teaching and arrangement of science topics and yearly plans were changed and updated to reflect this and ensure strong curriculum links. • Year 2 plan Sept 2022 was changed again as a result of feedback. • Each year group has a SNAP science resource book to support with lesson planning and ideas. • This is used alongside PLAN resources. <p>CPD :</p> <ul style="list-style-type: none"> • Subject lead has worked alongside teachers in Year 1, Year 5- new teacher to school, Year 5 ECT- support through modelling, writing lessons and providing resources, team teaching. • Year2 teacher support with planning. • Staff meeting delivered- 6.7.22 on planning resources- all staff • A conference will be attended in December. <p>Cross Curricular Writing:</p> <ul style="list-style-type: none"> • Decline nationally in literacy skills (writing) • Literacy linked to cognition • Difficult for children to comprehend the subject matter and understand the technical vocabulary without Literacy skills • Linked lessons create more meaning for children and a deeper understanding of topics within the National Curriculum <p>Assessment: Staff complete a spreadsheet. This is built up over the year.</p> <p>Governor Question:: Has the science mark been considered? Answer: Yes as an aspirational project for the future.</p> <p>Sue Archer: Early years Reading. DfE Reading Framework.</p>	



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- Focus of this document is on the early stages of teaching reading. Highlighting the contribution of talk, stories and systematic synthetic phonics (SSP)
- Supports primary schools to evaluate teaching of early reading and best practice for improving early reading. Especially in Reception/Year 1 classes and older pupils who have not yet mastered the foundations of reading
- Helps schools to meet existing expectations for teaching early reading, as set out in:
The national curriculum programme of study
EYFS statutory framework
Ofsted inspection framework

Talk & Stories:

- EYFS one of the main curriculum aims is to enhance communication and language skills by:
- Engaging in positive adult interactions with back-and-forth conversations, modelling language and vocabulary during play, extending children's sentences
- Exposure to nursery rhymes and having stories read aloud daily, story sacks, role play
- Encourage book talk both at home and in school
- Encourage reading for pleasure both at home and in school

Little Wandle SSP

- Researched and chose Little Wandle Letters and Sounds Revised SSP at the beginning of 2022
- Began staff training in January 2022 – prepared resources
- Began teaching in March 2022
- Positive reaction from both staff and children
- All assessments and keep up interventions run by individual class teachers
- Some inconsistencies noted and training sessions run after school
- Managing was difficult with time constraints

New Wave English Hub

- Offered support from New Wave English hub which we gladly took up with additional funding for resources
- Observed phonics sessions in Year 1/2 , recommended practice sessions and monitoring to ensure consistencies
- Recommended protected leadership time
- Recommended one adult per year group to undertake assessments
- Support to analyse data and highlight Year 1 children for 1:1 and group intervention
- Next visit will observe in Reception

Where We Are Now

- There has been a substantial investment in resources.
- Year 1 keep up seems to be going well
- Will be assessing before half term
- Limited time to monitor as have been assessing Year 2 which as a cohort are significantly behind
- In the process of forming 1:1 keep up and group sessions for Year 2
- Sort new resources – reading books school/home
- Train new staff members and run additional training for new programmes
- Rapid Catch Up and SEND



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	<ul style="list-style-type: none"> • KS2 support for lowest 20% and those that didn't pass PSC in KS1 <p>Governor Question: For this whole school provision, what happens for pupils who are not as strong. Answer: In Y3-6, the lowest performing 20% or more will be interest to Ofsted and will receive the necessary interventions.</p> <p>Governor Question: What about higher achievers?.Answer: First Quality teaching will cover this.</p> <p>Governor Question: What has been the feedback from staff?. Answer: Everyone is on board and for those supporting the interventions, they can see the progress being made. Consistency of vocabulary is used across KS1.</p> <p>Governor Question: Is training required to achieve this pattern? Answer: A website has tutorial videos to support new staff, who will also be supported by colleagues. £6k was invested in home reading books in response to demand.</p> <p>Governor Question: Any other year groups that are a concern? Answer: Y2 and Y3, the groups most impacted following Covid and challenges noted.</p> <p>Rachael and Sue were thanked for their presentations and they left the meeting.</p>	
8.	<p>To receive a Finance report</p> <p>Finance report including; Three Year Budget plan: Headlines were provided by TH.</p> <ul style="list-style-type: none"> • The budget monitoring report is produced monthly by HCC Financial services and is monitored. The format was explained and follows consistent financial reporting coding. I codes = income; • The report covers the period up to the end of August. Any variances are explained in the comments box. • Some extra grants were received; some of the EY budget dropped in the autumn due to falling numbers and may be clawed back. Numbers could still increase. • SEND funding included for two additional pupils. The census was in October (also in January and May). • 169 pupils are in receipt of Pupil Premium and one post-CLA. • Additional earmarked funding included funding for ECT. • For children not funded for nursery, the parents pay. • A meals rebate was received from Herts Catering. • Covid exceptional grant: some recovery PP was received. • School-led tutoring has not been included. <p>E codes= expenditure, including staffing, premises, professional services and associated costs.</p> <ul style="list-style-type: none"> • The impact of the proposed pay awards is included. The assumption was for a 3% pay raise for all, with more for lower paid teachers and education support staff. This is now 5% for teachers and increase of £1925 for every level of education support staff. • This was all included in the forecast. This amounts to a total of £42-45k. • The use of agency staff has been reduced. The needs of the pupils are the priority. • Governor Question: Is SEND funding just there for EHCP pupils or does it include the notional budget? Answer: It is not the notional budget, just EHCP. Within that line, there is also £40k for additional targeted funding. • Staffing changes have brought about some savings. • Classroom refurbishment costs increased after lockdown and this was addressed to include 	



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	<p>all 17 classrooms. Bathrooms and door refurbishments are improving health and safety. More facilities improvements are planned to obtain best value.</p> <ul style="list-style-type: none"> • A tree survey was conducted. A number of unsafe trees have been addressed. • £40k assigned to energy, a lot of which has been bought upfront. A new heating system was installed last year. • Savings made to date have been included. • HIP services have yet to be charged for. • Sports grant was reviewed. Saving made following new sports clubs taking the grant, forest school ,the lunchtime play leader and the minibus (£19k in total, leaving a balance of £32k - a claw back is a possibility, so it needs to be spent). Each year it is expected to stop. • Some costs were not budgeted for e.g. admissions appeals. • The carry-forward position is healthy. However, is this too much? This will be reviewed and could, perhaps, be used for a future project. • E20 budget covers IT hardware. New i-pads and smart boards were purchased. Purchase of Chrome books is planned. • Awareness of next year's budget is essential with additional staffing costs expected. • The 3-year budget was also circulated. The aim, as always, is to deliver a balanced budget. <p>TH was thanked and she left the meeting.</p> <p>Benchmarking reports, offering comparisons with other local similar schools, received with thanks.</p>	
9	<p>T&L/Curriculum report</p> <ul style="list-style-type: none"> • The Head reported. Targets and areas of development were created by Miss Hall for the next few years for each subject. • Governor Question: Governor monitoring - what is the best way to achieve that? • Answer: There are two criteria: working at or working below. At the end of each topic, teachers assess where children are using the criteria. Teachers look at progress over time in books,; they talk to pupils about what has been learnt, then provide data at the end of each term. • Governor Question: Will SLT meetings pick up on that progress? A: Yes. It would be helpful for a governor to be involved in those meetings. • Action: Dates to be confirmed with the Head. • Governor Question: How is enthusiasm about the new curriculum monitored? A: Via Pupil voice and recorded on the monitoring sheets. Pupil understanding of the spiral curriculum is supported. • Governor Question: What is the KS1 focus for additional experiences? A: More activities are needed e.g. Forest Schools. A Y6 history trip is planned subject to cost. The cost of external experiences has increased considerably. • Three training visits are planned for the autumn term to support middle leaders and curriculum development. <p>Quality of Education:</p> <ul style="list-style-type: none"> • The new Feedback policy was introduced in September that will be monitored by the SLT. The focus is on whole class marking and peer marking. It is more streamlined for the foundation students. PHSE and PE will require an end of topic assessment. More consistent marking will be generated across the school. • The Teaching & Learning Policy was introduced last year. A teaching cycle is in place. Spiral 	Head



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	<p>principles are followed (e.g. prior learning; pre-assessment). The session ends with assessment and any issues are addressed and the work re-evaluated. Staff not following policies are spoken to.</p> <ul style="list-style-type: none"> • Steps behaviour training has been completed by a group of 20 colleagues. • Governor Question: How is the rollout going? Answer: The online package has been subscribed to. Rewards are balanced with circumstances. A consistent approach is taken. • Monitoring is improving outcomes. SLT members visit classes over a week and apply the teaching standards. • Assessments work in the same way as last year. NFER tests continue to be used. • ECT have settled in well. A new teacher was recruited in Reception and the ECT approach has been applied. • Pay reviews were conducted last term. 	
10	<p>Pupil Premium report</p> <p>A new governor link has to be appointed. A commissioned visit from HIP has been booked to focus on the pupil premium strategy. Feedback at 11.30 and a governor has been asked to attend. 28th November 9 -Noon. Feedback at 11.30am. Sonu to attend.</p>	
11	<p>To receive the HT verbal update report</p> <p>Census:</p> <ul style="list-style-type: none"> • On Roll - 422 – (423 last year) Today it is 427 and rising; • Service child = 1 (0 last year); • Top up funding = 9 (11 last year); • Post LAC = 3 (1 last year); • Free school meals 121 (118 last year); • EHCP 12 (11 last year) • Total SEND = 56 (54 last year) <p>Attendance / Admissions: - Data from 01/09/2022 to 10/10/2022</p> <ul style="list-style-type: none"> • Pupils on Roll: 422; • Year to date Attendance: 95.2 % is in line with the national average; • Persistent Absence: 14.8%; • No. of leavers (summer holidays): 19; • No. of new starters: 14; • No. of leavers: 6; • 1 fine letter sent. 5 are close to a fine. The attendance team meets weekly. The attendance officer is booked to visit in November date TBC. <p>Behaviour: New policy in place</p> <ul style="list-style-type: none"> • High rewards – Golden ticket, green card, post card home, proud stickers golden stickers • There was a Staff inset • NR + LY Steps training • 20 staff on Paul Diks training • Assemblies linked to behaviour • Recognition board – Respect - newsletter • Positive feedback from pupils • Clear consequences in place • Numbers taken at safeguard meeting weekly 	



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	<ul style="list-style-type: none"> Needs to become consistent Adults taking ownership SLT working hard at the moment <p>Parental Engagement: Homework sessions were held in school Thursday 20th October, Open Afternoon for parents child focused (it is not a parents evening) If successful it will be held termly. £1200 raised following a marathon.</p> <p>Staffing Part II – addressed separately.</p>	
12	<p>To review the School Self Evaluation (SEF) This will be agreed once received.</p>	
13	<p>Diversity & Inclusion report Mo is dealing – carried-forward to the next meeting.</p>	MM
14	<p>Chairs Business Feedback on governor self assessment shared. Governor recruitment to replace Shellian Soares-Santana who has resigned. Suggestions welcome.</p>	
15	<p>Safeguarding KEY FACTS – Data from 01/09/2022 – 10/10/2022</p> <ul style="list-style-type: none"> Child Protection 4 children Child in Need 4 Children Post Child in Need 4 children Child Looked After 2 children Family First Support 2 children DAISU Reports 5 reports Suspensions 1 pupil - 2 days – Dangerous behaviour – assault of a pupil and a staff member Training is up to date. Allergy awareness training completed. 	
16	<p>To review the School improvement plan The latest version has been published. If visiting, ask where any items sit within the SIP.</p>	
17	<p>To consider school policies Sheila will populate with any changes. ECT: The model was followed – no changes; Flexible working: no changes; Nursery admissions: updated. Offsite visits; School Dog; Staff Grievance; All were approved.</p> <p>Online safety: Staff should not be accessing school content via a non-school device. The school is to become a Goggle school and the way to introduce this is being addressed. There are GDPR</p>	



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	implications and an impact assessment is required. Deferred to the next meeting	Agenda
18	Any other Business Proposals to address timings of these meetings were raised e.g. to move to either 4pm or 6pm suggested.	
19	2022-2023 Meeting Dates all at 5.00pm <ul style="list-style-type: none"> • Wednesday 30th November 2022. • Wednesday 18th January 2023. • Thursday 9th February 2023. • Thursday 16th March 2023. • Tuesday 2nd May 2023. • Tuesday 20th June 2023. 	
Meeting Closed 7.00pm		

Actions October

1.	Finalise and agree the Scheme of Financial Delegation	ST
2.	Action: SLT meetings Dates to be confirmed with the Head. so that a governor can attend.	Head
3.	Diversity & Inclusion report: deferred to the November meeting.	MM
4.	Online safety policy deferred to the November meeting.	



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