



Oak View Primary & Nursery School

**Oak View Primary & Nursery School
Full Governing Body Meeting
Tuesday 17th October 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) and Kady Sanogo (KS)- joined the meeting at 6.04pm.

Apologies: Sarah Coull (SC).

Non-Attendance: Mo Molaei (MM), and Claire Wiltshire-Hunt (CW-H).

In-Attendance: Kayleigh Kingsland- Clerk.

| ITEM | | ACTION |
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| 1 | <p>Welcome, apologies and approval of absences</p> <ul style="list-style-type: none"> The chair welcomed everyone to the meeting. SC sent apologies for the meeting and this absence was approved by the governing body. MM and CW-H did not send apologies for the meeting and therefore these absences were not approved by the governing body. | |
| 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. GK, CW-H, SC, KS, and MM to confirm their declarations and pecuniary interest on Governor Hub. | GK, CW-H, SC, KS, MM |
| 3 | <p>Any other business</p> <ul style="list-style-type: none"> None received. | |
| 4 | <p>To approve the minutes of the previous meeting</p> <ul style="list-style-type: none"> The minutes of 14th September 2023 were agreed as a true record of the meeting and will be signed by the chair of governors on Governor Hub. | |
| 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>School Leaders information sharing</p> | |

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| | <ul style="list-style-type: none"> The headteacher advised that subject leaders are currently focusing on the following three action plan targets: quality first teach, practical learning, and ensuring that all pupil groups can access the curriculum, particularly SEND pupils. The school's mental health lead and a core subject leader will be invited to attend the next full governing body meeting. | HT |
| 7 | <p>To receive headteacher written report <i>The headteacher updated governors on the following and welcomed questions.</i></p> <ul style="list-style-type: none"> The headteacher advised that the new Senior Leadership Team (SLT) structure is effective, and the headteacher feels very well supported. The phase leader structure has worked very well, and phase leaders have carried out learning walks and created action plans. New EYFS children have settled into school well. There are children with high needs in this cohort and additional support has been allocated. An EYFS member of staff will be returning to work on a phased return following cancer treatment. EYFS baseline assessments have been carried out. Safeguarding Level 1 training has taken place for all staff as well as GDPR training. The new Behaviour Policy is effective. Three newsletters have been issued this term. The Harvest Festival was a great success and lots of food was donated. Mental health day took place last week which was a great success. Parents have visited the school with their children after to school to look at their child's work. A pupil art exhibition will take place this term where parents can purchase art. There is no full-time teacher in Year 4. Pupil absences have increased and there are 30 individual students who have been identified as persistent absentees. There have been 17 personal conversations with parents and 13 warning letters have been sent. <p>Governor Question- Have the school had any cases of COVID-19? Answer- There have been some. Some parents choose to send their child to school if they feel well enough and some choose to keep their child at home.</p> <p>Governor Question- Could you explain the persistent absentee procedure to me? Answer- Children are identified, we send a warning letter to parents initially and if improvements aren't seen, I then speak to parents directly.</p> <ul style="list-style-type: none"> There were 423 pupils on roll on census day and the school have 426 on roll today. 14 children have joined the school this term, 14 have left, and a further 3 children will join the school this term. The school have had one successful appeal in Year 4 this week and Year 4 is now 1 over the school's Published Admission Number. Overall school attendance is 93.8% which is the same as this time last year. There are 51 pupils on the SEN register, and this is expected to increase. The need in Year 1 is particularly high. There is a Child Looked After in Year 3 who has a pending Education Health Care Plan, and this child is receiving additional support. The headteacher expects that there will be 20 pupils in the school with an Education Health Care Plan by the end of the year. The school now have 4 Looked After Children on roll. | |



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| | <ul style="list-style-type: none"> • There have been 2 fixed-term suspensions this term. • There are no outstanding health and safety items in the school. • Two midday supervisors are on sick leave and the school will be taking disciplinary action for one of these members of staff. A member of staff has also had a family bereavement and is currently off school. One member of staff is on long term sick leave and the school are working with Schools HR due to this being a complex case. • Phonics workshops for parents took place recently and were well attended. • An open afternoon will take place on 5th December 2023 and governors were invited to attend. <p>Governor Question- Where did the 14 children who left the school go? Answer- They relocate to various locations.</p> <p>Governor Question- Who is responsible for finding out where these children have gone? Answer- Mrs Scott in the school office is very good at following this up.</p> <ul style="list-style-type: none"> • Behaviour in the school has been positive this term and the headteacher has carried out a behaviour analysis which had been shared with governors prior to the meeting. The headteacher advised that the number of incidents are evenly spread across the school however more boys are involved in dangerous incidents compared to girls. <p>Governor Question- Are each of the incidents in your report single incidents? Answer- Yes.</p> <p>Governor Question- It looks as though Year 5 have had the most dangerous incidents? Answer- Yes however there is a child in this class with additional needs.</p> <p>Governor Question- Who keeps reflection sheets? Answer- Phase leaders, and a tab has now been created on CPOMS.</p> <p>Governor Question- Do all staff have the same objectives in their performance management? Answer- We have 1 objective that is the same and then there is a different target for Key Stage 1 and Key Stage 2. The third target is teacher lead which should be linked to one of the main elements of the teaching standards.</p> <ul style="list-style-type: none"> • An update on sports premium and cultural capital will be provided at the next meeting. | HT |
| 8 | <p>To review finance report</p> <ul style="list-style-type: none"> • SO'S advised that the school's Herts for Learning Financial Adviser visited the school this term where the staffing budget was reviewed. • The school have received some funding from a member of staff's secondment. The school will also receive some money back from the staff insurance policy. • Some areas within the budget are slightly overspent and this was also discussed. £10,000 has been allocated to the learning budget line to enhance the school. The school are still predicted to have a £250,000 carry forward. • The £19,000 funding for the National Tutoring Programme will be clawed back by the DfE as this money is ringfenced and has not been spent. <p>Governor Question- The teacher pay increase has been confirmed as 6.5%, what did the school budget?</p> | |



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| | <p>Answer- We budgeted 5% and funding will be received for the additional increase. We also budgeted for the support staff increment however this has not yet been confirmed.</p> <ul style="list-style-type: none"> The chair advised that he will be producing a risk register in order to identify any future financial risks to the school. This will be shared with the headteacher and SO'S. The chair will discuss the Schools Financial Value Standards (SFVS) with SO'S ahead of March 2024. | <p>Chair</p> <p>Chair</p> |
| 9 | <p>Governor visits, training, and induction</p> <ul style="list-style-type: none"> Governors were asked to complete a visit form following any school visits. The chair will share governor visit reports with governors on Governor Hub. The chair advised that governors must update their governor training records on Governor Hub following any training they complete. LW advised that she has completed a Governor Induction training course. | <p>All</p> <p>Chair</p> <p>All</p> |
| 10 | <p>Chairs Business</p> <ul style="list-style-type: none"> The chair advised that he and JR attended the headteacher's performance management on 16th October 2023. The chair confirmed that the headteacher has achieved all his objectives for 2022-2023 and new objectives have been set. There have been no letters of complaints. | |
| 11 | <p>External reports</p> <ul style="list-style-type: none"> The school's School Effectiveness Adviser (SEA) report will be shared with governors ahead of the next full governing body meeting. | <p>HT, Chair</p> |
| 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 headteacher advised that the school have followed the same format for the 2023-2024 School Improvement Plan (SIP) as the previous year. The SIP has been discussed as an SLT and priorities were identified for 2023-2024: <ul style="list-style-type: none"> To narrow the gap between school and national data in core subjects (Key Stage 2, Key Stage 1, Phonics Screening Test, EYFS). High Prioritise Early Reading across the school with continuation of last year development in EYFS and Key Stage 1. This year the addition of introducing Little Wandle into Key Stage 2 is key to further improving Key Stage 2 readers and especially the bottom 20% of pupils. Consistent high-quality teaching and learning practices ensure children (particularly disadvantaged, SEND and vulnerable pupils) make substantial progress in all subjects. To continue to grow and develop our 21st Century Curriculum to meet the needs of Oak View pupils. The SIP has been broken down into a number of sub-actions for the 2023 autumn term: <p>Quality of Education</p> <ul style="list-style-type: none"> High focus on Key Stage 2 phonics/reading. Developing staff knowledge to support implementation. To ensure high quality teaching, pedagogy and resources effectively support the progress and inclusion of SEND pupils. | |



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| | <ul style="list-style-type: none"> - Introduce whole handwriting scheme focused upon cursive writing. - Ensure pupil feedback is purposeful and support progress over time. - Develop and drive pupils learning experiences across the Oak View curriculum. - To ensure support staff have continuously improving subject, pedagogical and content knowledge. <p>Leadership & Management</p> <ul style="list-style-type: none"> - Improve the end of Key Stage 2 data to be closer to national levels. - Develop the quality of education in each foundation subject area with a focus on knowledge and skills. <ul style="list-style-type: none"> - Safeguarding to continue to ensure an effective safeguarding culture: culture vigilance and listening to pupils, protecting them from sexual harassment or any form of harm. <p>Behaviour & Attitude</p> <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. <p>Personal Development</p> <ul style="list-style-type: none"> - Enrich pupil opportunities for new experiences linked to culture, diversity and health. - 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. <p>Governor Question- Will there be a handwriting workshop for parents? Answer- There will be a new handwriting curriculum introduced and this will be sent to parents. There are also resources that can be shared with parents.</p> <p>Governor Question- What do you want governors to do in terms of subject reviews? Answer- Each subject lead will have a monitoring review in spring 2. A clear knowledge of skills will be in place. Governors must visit the school and look at books to determine progress throughout a child's time in the school.</p> <ul style="list-style-type: none"> • It was agreed that governors will attend subject monitoring reviews throughout this academic year. • It was agreed that the parent engagement governor target will be reviewed by the chair of governors. <p>Governor Question- Are there any plans to re-develop the school website? Answer- Not at present.</p> <ul style="list-style-type: none"> • It was agreed that the chair and headteacher will consider reviewing the school's vision and values this academic year. | <p>All Chair Chair, HT</p> |
| 13 | <p>Polices for approval <i>Circulated prior to the meeting the following polices were approved and ratified by the governing body:</i></p> | |



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| | <ul style="list-style-type: none"> • Accessibility Policy and Plan. • Behaviour Policy. • Behaviour Principles. • Complaints Policy. • Disciplinary Policy. • ECT Policy. • Equality Information and Objectives. • Equality Statement. • SEND Policy. | |
| 14 | Any other Business <ul style="list-style-type: none"> • None received. | |
| 15 | 2022-2023 Meeting Dates all at 5.00pm <ul style="list-style-type: none"> • Thursday 23rd November 2023. • 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 6.25pm | | |

Actions

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| 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 mental health lead and a core subject leader will be invited to attend the next full governing body meeting. | HT |
| 3. An update on sports premium and cultural capital will be provided at the next meeting. | HT |
| 4. The chair advised that he will be producing a risk register in order to identify any future financial risks to the school. This will be shared with the headteacher and SO'S. | Chair |
| 5. The chair will discuss the Schools Financial Value Standards (SFVS) with SO'S ahead of March 2024. | Chair |
| 6. Governors were asked to complete a visit form following any school visits. | All |
| 7. The chair will share governor visit reports with governors on Governor Hub. | Chair |
| 8. The chair advised that governors must update their governor training records on Governor Hub following any training they complete. | All |
| 9. The school's School Effectiveness Adviser (SEA) report will be shared with governors ahead of the next full governing body meeting. | HT, Chair |
| 10. It was agreed that governors will attend subject monitoring reviews throughout this academic year. | All |
| 11. It was agreed that the parent engagement governor target will be reviewed by the chair of governors. | Chair |
| 12. It was agreed that the chair and headteacher will consider reviewing the school's vision and values this academic year. | Chair, HT |



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