



Oak View Primary & Nursery School

**Oak View Primary & Nursery School
Full Governing Body Meeting
Monday 12th September 2022 at 5.00pm
Minutes**

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

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

Non-Attendance: Shellian Santana- (SA).

In Attendance: Kayleigh Kingsland (Clerk)- *remote* and Sheila O'Shaughnessy- School Business Manager (SO'S).

ITEM		ACTION
1	<p>Welcome, apologies and approval of absences</p> <ul style="list-style-type: none"> • The chair welcomed everyone to the meeting. • NL and LY sent apologies for the meeting and these absences were approved by the governing body. • SA did not send apologies for the meeting and therefore this absence was 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. 	
3	<p>Any other business</p> <ul style="list-style-type: none"> • None received. 	
4	<p>To approve the minutes of the 21st June 2022</p> <ul style="list-style-type: none"> • The minutes of the 21st June 2022 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>To elect chair and vice chair for 2022-2023</p> <ul style="list-style-type: none"> • Anthony Kent was nominated as the chair of governors and was appointed unopposed. 	

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	<ul style="list-style-type: none"> CW-H was nominated as the vice chair of governors and was appointed unopposed. 	
7	<p>To consider annual business</p> <ul style="list-style-type: none"> Governors were asked to make their pecuniary interest declarations on Governor Hub as well as the other various declarations which must be made before Friday 16th September 2022. It was confirmed that the governing body structure will remain the same for the 2022-2023 academic year. It was agreed that supporting papers for full governing body meeting will continue to be uploaded onto Governor Hub and Google Docs. The circulated Governing Body Terms of reference was approved and ratified by the governing body. 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 Governor Hub before 16th September 2022. Governors were asked to inform the chair of governors and clerk if they are unable to attend meetings and send any comments or questions they have on supporting papers ahead of each meeting. Governors were asked to complete the shared governor skills audit. Governors were reminded that all items discussed during full governing body meetings are to remain confidential. Governors were asked to ensure they read Keeping Children Safe in Education 2022 and confirm that they have done so under the declaration tab on Governor Hub before 16th September 2022. <p>Link Governor Roles</p> <ul style="list-style-type: none"> Diversity & Inclusion- MM. 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 NL. Pay Panel- Chair and NL. Safeguarding- NL. Children Looked After- NL. Pupil Premium- SA. Health & Safety- CW. Sports Premium- SA. Staff Welfare- CW. EYFS- Vacant. Finance- ST. 	<p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p>
8	<p>To receive headteacher verbal report</p> <p><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 shared data is the school's data compared to national and Herts data. <p>EYFS Profile - % of children achieving a Good Level of Development (GLD)</p>	



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Herts: 65%
National: 65%
Oak View: 67%

Year 1 Phonics Screening Check - % of children achieving the standard

Herts: 76%
National: 76%
Oak View 62%

Key Stage 1 (teacher assessments)

	Herts	National	Oak View
Reading EXS+	68%	67%	47%
Writing EXS+	58%	58%	41%
Maths EXS+	68%	68%	54%
Science EXS	78%	77%	51%

Key Stage 2 (SATs tests and teacher assessments)

	Herts	National	Oak View (60)	Oak View (57)
Reading, Writing and Maths combined at EXS+	60%	59%	53%	56%
Reading EXS+ (Scaled Score of 100+)	78%	74%	66%	69%
Writing EXS+	69%	69%	66%	69%
Maths EXS+ (Scaled Score of 100+)	73%	71%	69%	73%
Science EXS	80%	79%	72%	78%
Grammar, Punctuation & Spelling EXS+	76%	72%	74%	78%

Governor Question- What is progress looking like?

Answer- Combined, we are minus 4 scores since EYFS. Maths and reading has minus figures in Key Stage 1 and this is a priority within our SIP for this academic year. 76 children joined the school and 40 children left the school which impacts on data.

- The chair advised that it is very important that governors understand why the school have chosen to include what they have in the School Improvement Plan (SIP).



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	<ul style="list-style-type: none"> At the end of the 2021-2022 academic year, attendance at the school was at 92.2% and persistent absentees was 24% which is a concern for the school. This is an area that the school must address and attendance been included in the 2022-2023 SIP. A new Attendance Policy has been produced and the school has met with the Attendance Officer. Attendance at present is at 94.3% and persistent absences are 11% and fines are being issued to parents. There have been 16 children leave the school and 3 children join the school. <p>Governor Question- Why have so many children left the school? Answer- This is mainly due to Reception children joining new schools. Five children have left the county due to child protection, and some children have moved out of the borough or been rehoused. I am concerned that the Census will be taking place soon and this will have an impact on the funding the school receive.</p> <p>Governor Question- How do the admissions compare to previous years? Answer- This is more or less in-line.</p> <ul style="list-style-type: none"> One new teacher has joined the school in Reception this term. The assistant headteacher is on a secondment with the Local Authority. The school currently have 3 full-time teaching assistants and the school have had to replace some teaching assistants. One of the school's administrators handed in their notice during the summer holidays and the school will be recruiting for this role. There have been no exclusions or suspensions this term. The Home School Agreement will be shared with parents over the next few weeks. Staff have taken part in training, received safeguarding updates, and have reviewed the 2022-2023 SIP. The headteacher advised that one member of staff has been on long term sick leave and has now returned to school on reduced hours. Advice has been taken from School's HR who have advised that reduced hours cannot continue and this member of staff must apply officially for flexible working hours. 	
9	<p>To review the School Self Evaluation (SEF)</p> <ul style="list-style-type: none"> The headteacher advised that the SEF is currently being reviewed by the senior leadership team (SLT) and covers four key areas. As an SLT, the team evaluate themselves against the SEF. The SEF will be shared with governors ahead of the next full governing body meeting. <p>Governor Question- What would you grade the school at present? Answer- I would grade the school as 'good'.</p>	HT
10	<p>Chairs business</p> <ul style="list-style-type: none"> The governors presentation was shared with governors prior to the meeting. The chair thanked governors for their time with him over the 2022 summer holidays. 	
11	<p>To review the School Improvement Plan <i>The 2022-2023 School Improvement Plan was circulated prior to the meeting the headteacher updated governors on the following and welcome questions.</i></p> <ul style="list-style-type: none"> The SIP has been split into four core areas, quality of education, leadership and management, behaviour and attitudes, and personal development. LY is currently setting all SEN pupil targets. The curriculum must meet the needs of the school's pupils. 	



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	<ul style="list-style-type: none"> • The school's data provides a good representation of the school. • The quality of education will form around 80% of how the school is assessed during an Ofsted inspection. • The school will prioritise Early Reading across the school, especially in EYFS and Key Stage 1, with a focus on the bottom 20% in Key Stage 2. • The school will have consistent high quality teaching and learning practices to ensure that children, particularly disadvantaged, SEND and vulnerable pupils, make substantial progress in all subjects. • The school will continue to grow and develop their 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 2022 autumn term. • The school have now purchased a new reading scheme called Little Wandle and have invested in implementing this scheme across the school. • The school now has three members of the SLT who are responsible for attendance and meet on a regular basis. • The headteacher has also produced an overview of the 2022-2023 SIP which was shared with governors at the meeting and this has been shared with all staff members and will be shared with parents. • The chair advised that governors can very clearly see what the targets are for the school for the 2022 autumn term and this will support governors when carrying out their link governor visits. • The chair advised that governors must ensure that they are familiar with the content of the 2022-2023 SIP and identify the areas which are relevant to individual governor responsibilities. Governors must then visit the school in order to hold the school to account. The school will then ensure that evidence is kept demonstrating the impact. • The chair advised that he will be sending each governor one question on the SIP before the next full governing body meeting. • The chair advised that governors are able to visit the school to view any aspect of the SIP and not just their link governor role. 	
12	<p>To receive a Finance report</p> <ul style="list-style-type: none"> • SO'S advised that the school are currently awaiting the July 2022 outturn report. • The school's wraparound provision have handed their contract back to the school and the school are now providing this provision in-house. This will have an impact on the school as the school must fund these members of staff as well as additional cleaning hours. The school do not expect to make an income from this service but believe that this is a service that must be offered to parents. The school will not be offering any catering and after school club will finish at 4.30pm. • The Scheme of Financial Delegation was shared with governors prior to the meeting and was approved and ratified by the governing body. ST was asked to review the document with SO'S and consider the document from a financial point of view. 	ST
13	<p>To review governor induction, appointments, training, and visits</p> <p><i>Circulated to governors prior to the meeting, the chair updated governors of the following and welcome any questions.</i></p>	



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	<ul style="list-style-type: none"> 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. The Governor Development Pathway was shared with governors prior to the meeting. The chair advised that this is a guide to what training governors should complete and governors were asked to book themselves onto these courses. A parent has expressed an interest in joining the governing body and the chair has met with this candidate. The chair will begin preparations for Ofsted and share these with governors. 	<p>All</p> <p>All</p> <p>Chair</p>
14	<p>To consider safeguarding matters</p> <ul style="list-style-type: none"> The Annual Safeguarding report was shared with governors prior to the meeting as well as the Safeguarding Annual Checklist. Governors were advised that they must complete a safeguarding children training course if they have not done so within the last two years. The headteacher will share a copy of the Keeping Children Safe in Education 2022 declaration with governors which governors must sign. 	<p>All</p> <p>HT, All</p>
15	<p>Stakeholder engagement to include Staff Opinion Survey and Parent Engagement</p> <ul style="list-style-type: none"> The headteacher advised that parents evening will take place in October/November 2022 and the parent questionnaire will be shared with parents. Data will then be shared with governors at the full governing body meeting on 30th November 2022. 	
16	<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"> Alcohol, Gambling and Drugs Policy. Bullying & Harassment Policy. Child Protection Policy. Disciplinary Policy. Health & Attendance Policy. Probation Policy. 	
17	<p>Audit of school website</p> <ul style="list-style-type: none"> It was agreed that ST will review the school website during her visit with SO'S to ensure that the website is statutory compliant. 	ST
18	<p>Any other Business</p> <ul style="list-style-type: none"> None received. 	
19	<p>2022-2023 Meeting Dates all at 5.00pm</p> <ul style="list-style-type: none"> Tuesday 18th October 2022. 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 6.35pm		



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Actions

Action	Owner
1. Governors were asked to make their pecuniary interest declarations on Governor Hub as well as the other various declarations which must be made before Friday 16 th September 2022.	All
2. 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 Governor Hub before 16 th September 2022.	All
3. Governors were asked to complete the shared governor skills audit.	All
4. Governors were asked to ensure they read Keeping Children Safe in Education 2022 and confirm that they have done so under the declaration tab on Governor Hub before 16 th September 2022.	All
5. Complaints- Governors were asked to ensure that they have completed Handling Complaints training as a panel will be formed as and when required.	All
6. Exclusions- Governors were asked to ensure that they have completed Exclusions training as a panel will be formed as and when required.	All
7. The SEF will be shared with governors ahead of the next full governing body meeting.	HT
8. ST was asked to review the Scheme of Financial Delegation with SO'S and consider the document from a financial point of view.	ST
9. 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.	All
10. The Governor Development Pathway was shared with governors prior to the meeting. The chair advised that this is a guide to what training governors should complete and governors were asked to book themselves onto these courses.	All
11. The chair will begin preparations for Ofsted and share these with governors.	Chair
12. Governors were advised that they must complete a safeguarding children training course if they have not done so within the last two years.	All
13. The headteacher will share a copy of the Keeping Children Safe in Education 2022 declaration with governors which governors must sign.	HT, All
14. It was agreed that ST will review the school website during her visit with SO'S to ensure that the website is statutory compliant.	ST



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