

Oak View Primary & Nursery School

Oak View Primary & Nursery School Full Governing Body Meeting Thursday 14th September 2023 at 5.00pm Minutes

Present: Neil Richardson (Headteacher), Anthony Kent (Chair), Kady Sanogo (KS), Sarah Coull (SC), Jules Rayner (JR), Sheila O'Shaughnessy- School Business Manager (SO'S), and Mo Molaei (MM).

Apologies: Claire Wiltshire-Hunt (CW-H) and Gemma Kelly (GK).

In-Attendance: Lesley Waddingham (LW).

ITEM	1	ACTION
1	Welcome, apologies and approval of absences	
	• The chair welcomed everyone to the meeting and introduced LW as the new	
	staff governor.	
	• CW-H and GK sent apologies for the meeting and these absences were approved by the governing body.	
2	To declare any conflict of interest that may arise during the meeting	
	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	
	None declared.	
3	Any other business	
	Confidential items.	
4	To approve the minutes of the previous meeting	
	• The minutes of 4 th July 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	
	• The SEN Policy will be shared with governors for approval at the next full governing body meeting.	HT, SO'S
	 The Equality Plan and Accessibility Plans will be shared with governors for approval at the next full governing body meeting. 	HT, SO'S
	• The headteacher advised that the school will now delete any emails they have	
	after two years. All information will be transferred over to CPOMS and any information that the school must keep a record of will be recorded on Arbor.	
	Training has been booked for all staff on Cyber training. SO'S will confirm	
	whether the school need to have a policy in place.	SO'S

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17/10/2023 Date:....

• All other actions were complete or covered in the agenda for this meeting.	
 Anthony Kent was nominated as the chair of governors and was appointed unopposed. 	
CW-H was nominated as the vice chair of governors and was appointed	
 Governors were asked to complete a governor visit report following any visits they carry out. These reports must then be shared with governors on Governor 	All
Governors were asked to make their pecuniary interest declarations on Governor	All
It was confirmed that the governing body structure will remain the same for the	
The circulated Governing Body Terms of reference was approved and ratified by	
• The Governor Code of Conduct was circulated to governors prior to the meeting	
Code of Conduct under the declaration tab on Governor Hub.	All
unable to attend meetings and send any comments or questions they have on	All
 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 2023 and confirm that they have done so under the declaration tab on Governor Hub. 	All
ink Governor Roles	
Diversity & Inclusion- MM	
Complaints- Governors were asked to ensure that they have completed Handling	All
• Exclusions- Governors were asked to ensure that they have completed Exclusions	All
-	
Children Looked After- MM.	
• EYFS- JR.	
Finance- Chair.	
Health & Safety- CW-H.	
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 PTA- TBC. 	
	 Fo consider annual business Anthony Kent was nominated as the chair of governors and was appointed unopposed. CW-H was nominated as the vice chair of governors and was appointed unopposed. Governors were asked to complete a governor visit report following any visits they carry out. These reports must then be shared with governors on Governor Hub. Governors were asked to make their pecuniary interest declarations on Governor Hub as well as the other various declarations which must be made. It was confirmed that the governing body structure will remain the same for the 2023-2024 academic year. 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. 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 ensure they read Keeping Children Safe in Education 2023 and confirm that they have done so under the declaration tab on Governor Hub. 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. Headtheacher Performance Management- Chair and JR. Pay Panel- Chair and JR. Children Looked After- MM. EYFS-JR. Finance- Chair. Health & Safety- CW-H. Pupil Premium- SC. Safeguarding- MM. SEND- GK. Sports Premium- SC. Staff Welfare, PSHE and Attendance- CW-H.<

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2

	 It was agreed that subject leaders will be invited to attend full governing body meetings and deliver presentations to the governing body on their subjects. 	НТ
	 The Annual Plan of Work has been shared with governors and will be reviewed by the chair and headteacher. 	Chair, HT SO'S, All
	• It was agreed that governor portraits and bios will be added to the governor section of the school website.	
7	To receive headteacher verbal report	
	The headteacher updated governors on the following and welcome any questions.	
	• The headteacher advised that the start of term has started well, and children have settled.	
	 The staff INSET day focused on safeguarding, behaviour, and declarations. 	
	 Phase meetings have taken place and staff met in their teams to discuss actions for the year ahead. 	
	• A new teacher has joined the Nursery. A member of supply staff is currently in	
	EYFS to cover staff sickness. The school have been unable to appoint a Year 4	
	teacher, and this is being covered as a job share. An advert will go live next week.	
	This year the school have three acting deputy headteachers who are also class	
	based. Phase leaders are also in place and 5 members of staff applied for 3 roles.	
	These leaders support the SLT which allows the team more capacity.	
	• Subject leaders have been reviewed and published on the school website.	
	• The school have a number of children who have not returned to school from the	
	summer holidays. The school cannot legally remove these children from the	
	school roll which impacts the school financially. The school have 425 children on	
	roll however the school have received 13 applications for places in one day.	
	 The first attendance meeting of the year has taken place. The school's attendance is 93.7% and national is 95% and this is due to term time holidays. 	
	There are 3 children who are persistent absentees and fines are being issued.	
	 The school have had some appeals as well as Fair Access Requests. The school are trying to get one child removed from the school's Year 6 SATS 	
	 The school are trying to get one child removed from the school's rear 6 sATS results as this child had only been in the country for 2 weeks prior to sitting the tests. 	
	• The DfE will only release attainment figures for 2024-2025 due to COVID-19. It is	
	not compulsory to test Key Stage 1 children however the school will continue to test children who they believe are ready to sit an assessment. Baseline assessments will take place in EYFS.	
8	To review finance report	
	• SO'S advised that the school's financial adviser will visit the school imminently and further information will be shared with governors at the next meeting.	so's
	Governor Question- Are the school predicted to have a £76,000 deficit for 2024-2025? Answer- Yes however this is quite normal for this time of year. Our staff insurance providers have now agreed to issue payment for the member of staff who has been absent for 22 weeks.	
	 The chair advised that he would work with SO'S on the SFVS timetable next term. The chair will work with SO'S and the headteacher on a risk register and once complete, this will be shared with governors. The Schedule of Financial Delegation was shared with governors prior to the meeting, and this was approved and ratified by the governing body. SO'S advised 	Chair, SO'S Chair, SO'S, HT

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Signed as a true record of the meeting:-

17/10/2023 Date:....

	 that the school will now only need to obtain one quote for anything below £5,000. Only transactions over £2,000 now require dual actions. SO'S advised that the school have had a sports premium carry forward year on year due to COVID-19. The school have obtained 3 quotes for a trim trail to give children more physical activities to do. The school would like to contract the middle range quote and the providers have advised that work can begin in October 2023. This proposal was supported by the governing body and signed off by the chair of governors. 	
9	Governor visits, training, and induction	
	 The chair requested that governors carry out at least one governor visit a term. These visits can take place remotely if required. Governors were asked to ensure that their training is up to date. Governors should aim to complete at least one online training course/webinar with Herts for Learning or Modern Governor a term. LW will book to attend a Governor Induction training course. 	All All LW
10	Chairs Business	
	Any letters and complaints	
11	The chair has not received any letters or complaints.	
11	External reports The following reports were shared with governors prior to the meeting:	
	• SIP Summer 2022/2023.	
	SIP 2022/2023.SIP Spring Targets.	
	 SIP Overview. 	
	• Pupil Premium Report- 23 rd June 2023.	
	 The headteacher advised that health & safety in the school requires governor attention and the headteacher will contact CW-H to confirm a governor visit. The chair shared the updates that have been made to Keeping Children Safe in Education 2023 with the governing body. 	нт
12	Polices for approval	
	Circulated prior to the meeting the following polices were approved and ratified by the governing body:	
	Religious Education Policy.	
	Child Protection Policy.	
	Flexible Working Policy.Grievance Policy.	
	 Onevance Policy. Nursery Admission Policy. 	
	Governor Relationships Outside of Work Declaration.	
	Governor Relationships with Pupils Outside of Work Declaration.	
13	Governor Relationships.	
12	Any other Business	
	Staffing	
14	Please refer to confidential part II meeting minutes. 2022-2023 Meeting Dates all at 5.00pm	
	 Tuesday 17th October 2023. Thursday 23rd November 2023. 	
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Signed as a true record of the meeting:-

	 Tuesday 16th January 2024. 	
	• Thursday 15 th February 2024.	
	• Thursday 21 st March 2024.	
	• Thursday 16 th May 2024 at 4.00pm.	
	• Tuesday 18 th June 2024.	
Meeting Closed 6.42pm		

Actions

Action		Owner
1.	The SEN Policy will be shared with governors for approval at the next full governing	HT, SO'S
	body meeting.	
2.	The Equality Plan and Accessibility Plans will be shared with governors for approval at	HT, SO'S
	the next full governing body meeting.	
3.	The headteacher advised that the school will now delete any emails they have after	SO'S
	two years. All information will be transferred over to CPOMS and any information that	
	the school must keep a record of will be recorded on Arbor. Training has been booked	
	for all staff on Cyber training. SO'S will confirm whether the school need to have a	
	policy in place.	
4.	Governors were asked to complete a governor visit report following any visits they	All
	carry out. These reports must then be shared with governors on Governor Hub.	
5.	Governors were asked to make their pecuniary interest declarations on Governor Hub	All
	as well as the other various declarations which must be made.	
6.	The Governor Code of Conduct was circulated to governors prior to the meeting and	All
	governors were asked to confirm that they have read and will adhere to the Code of	
	Conduct under the declaration tab on Governor Hub.	
7.	Governors were asked to inform the chair of governors and clerk if they are unable to	All
	attend meetings and send any comments or questions they have on supporting papers	
	ahead of each meeting.	
8.	Governors were asked to ensure they read Keeping Children Safe in Education 2023 and	All
	confirm that they have done so under the declaration tab on Governor Hub.	
9.	Complaints- Governors were asked to ensure that they have completed Handling	All
	Complaints training as a panel will be formed as and when required.	
10.	Exclusions- Governors were asked to ensure that they have completed Exclusions	All
	training as a panel will be formed as and when required.	
11.	It was agreed that subject leaders will be invited to attend full governing body meetings	нт
	and deliver presentations to the governing body on their subjects.	
12.	The Annual Plan of Work has been shared with governors and will be reviewed by the	Chair, HT
	chair and headteacher.	
13.	It was agreed that governor portraits and bios will be added to the governor section of	SO'S, All
	the school website.	
14.	SO'S advised that the school's financial adviser will visit the school imminently and	SO'S
	further information will be shared with governors at the next meeting.	
15.	The chair advised that he would work with SO'S on the SFVS timetable next term.	Chair, SO'S
16.	The chair will work with SO'S and the headteacher on a risk register and once complete,	Chair, SO'S,
	this will be shared with governors.	нт
17.	The chair requested that governors carry out at least one governor visit a term. These	All
	visits can take place remotely if required.	

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18. Governors were asked to ensure that their training is up to date. Governors should aim to complete at least one online training course/webinar with Herts for Learning or Modern Governor a term.	All
19. LW will book to attend a Governor Induction training course.	LW
20. The headteacher advised that health & safety in the school requires governor attention and the headteacher will contact CW-H to confirm a governor visit.	HT

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17/10/2023 Date:....

Signed as a true record of the meeting:-

6