



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		ACTION
1	<p>Welcome, apologies and approval of absences</p> <ul style="list-style-type: none"> 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	<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"> Confidential items. 	
4	<p>To approve the minutes of the previous meeting</p> <ul style="list-style-type: none"> The minutes of 4th July 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"> The SEN Policy will be shared with governors for approval at the next full governing body meeting. The Equality Plan and Accessibility Plans will be shared with governors for approval at the next full governing body meeting. 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. 	<p>HT, SO'S</p> <p>HT, SO'S</p> <p>SO'S</p>

Signed as a true record of the meeting:-

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	<p>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.</p> <ul style="list-style-type: none"> • 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	<p>Governor visits, training, and induction</p> <ul style="list-style-type: none"> • 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. 	<p>All</p> <p>All LW</p>
10	<p>Chairs Business</p> <p>Any letters and complaints</p> <ul style="list-style-type: none"> • The chair has not received any letters or complaints. 	
11	<p>External reports</p> <p><i>The following reports were shared with governors prior to the meeting:</i></p> <ul style="list-style-type: none"> • SIP Summer 2022/2023. • SIP 2022/2023. • SIP Spring Targets. • SIP Overview. • Pupil Premium Report- 23rd 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. 	<p>HT</p>
12	<p>Polices for approval</p> <p><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"> • Religious Education Policy. • Child Protection Policy. • Flexible Working Policy. • Grievance Policy. • Nursery Admission Policy. • Governor Relationships Outside of Work Declaration. • Governor Relationships with Pupils Outside of Work Declaration. • Governor Relationships. 	
13	<p>Any other Business</p> <p>Staffing</p> <ul style="list-style-type: none"> • Please refer to confidential part II meeting minutes. 	
14	<p>2022-2023 Meeting Dates all at 5.00pm</p> <ul style="list-style-type: none"> • Tuesday 17th October 2023. • Thursday 23rd November 2023. 	



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<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 6.42pm	

Actions

Action	Owner
1. The SEN Policy will be shared with governors for approval at the next full governing body meeting.	HT, SO'S
2. The Equality Plan and Accessibility Plans will be shared with governors for approval at the next full governing body meeting.	HT, SO'S
3. 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
4. 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.	All
5. Governors were asked to make their pecuniary interest declarations on Governor Hub as well as the other various declarations which must be made.	All
6. 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.	All
7. 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.	All
8. 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
9. Complaints- Governors were asked to ensure that they have completed Handling Complaints training as a panel will be formed as and when required.	All
10. Exclusions- Governors were asked to ensure that they have completed Exclusions training as a panel will be formed as and when required.	All
11. 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.	HT
12. The Annual Plan of Work has been shared with governors and will be reviewed by the chair and headteacher.	Chair, HT
13. It was agreed that governor portraits and bios will be added to the governor section of the school website.	SO'S, All
14. 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
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, this will be shared with governors.	Chair, SO'S, HT
17. The chair requested that governors carry out at least one governor visit a term. These visits can take place remotely if required.	All



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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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