



**Oak View Primary and Nursery School**  
**MINUTES**  
**Full Governing Board**  
**Thursday 9<sup>th</sup> February 2023 5-7pm (in school)**

Governors present: Anthony Kent (Chair),  
 Neil Richardson (head teacher)  
 Louise Young (staff governor)  
 New governors: Sarah Coull, (Local Authority Governor)  
 Juliette Rayner, (co-opted governor)  
 Kady Sonogo (parent governor)  
 Gemma Kelly (co-opted governor)

Absent: Claire Hunt (parent governor)

In attendance: Madeline Hyles (Cover Clerk), Sheila O'Shaughnessy (SBM)

No	Item	Action
1.	<p><b>Welcome</b>  <b>The meeting was quorate and commenced at 17.02.</b></p> <ul style="list-style-type: none"> <li>• The Chair welcomed everyone to the meeting, introducing the new governors present. All governors and the SBM provided a brief introduction.</li> <li>• <b>Appointment of new governors</b>            Following a short discussion the following appointments were proposed by the Chair, and unanimously agreed by all governors present.            Kady Sonogo (KS) - parent governor            Gemma Kelly (GK) - co-opted governor            Sarah Coull (SC) - LA governor;            Jules Rayner (JR)- co-opted governor</li> </ul> <p><b>ACTION Clerk to check process for LA governor notification to HCC.</b></p> <ul style="list-style-type: none"> <li>• Governors were reminded of the requirement that FGB meeting discussions were confidential, outlining examples of potential conflict of interest.</li> </ul>	Clerk
2.	<p><b>To receive apologies for absence and to consider approving any absences, additions or changes and determine meeting is quorate</b></p> <p>Apologies were received and accepted from Mo Molaei. No apologies received from Claire Hunt (parent governor), the absence was not approved. The Chair will contact Claire regarding the unauthorised absence.</p>	
3.	<p><b>To declare any Conflict of Interest</b></p> <ul style="list-style-type: none"> <li>• There were none.</li> </ul>	
4.	<p><b>To consider notification of any items for AOB</b></p> <ul style="list-style-type: none"> <li>• There were none.</li> </ul>	
5.	<p><b>To approve the minutes of the last meeting dated 16<sup>th</sup> January 2023</b></p> <ul style="list-style-type: none"> <li>• The minutes were <b>APPROVED.</b></li> </ul>	
6.	<p><b>To consider matters arising from the above minutes</b></p>	

	<p>The following actions have been completed</p> <ul style="list-style-type: none"> <li>• Clerk to remove NL from Governor Hub.</li> <li>• Curriculum presentation</li> </ul> <p>Deferred to the next FGB</p> <ul style="list-style-type: none"> <li>• Head to share CPOMS data report at the next FGB meeting.</li> </ul> <p><b>ACTION Clerk to add to next agenda deferred to next FGB.</b></p>	Agenda
7.	<p><b>LT/HIP presentations -</b></p> <p>The Chair introduced the role of the Herts Improvement Partner (HIP), Linda Chesworth, she provides an external view of the school. Due to prior commitments she is unable to attend today's, the visit has been re-scheduled to 2<sup>nd</sup> May</p> <p><b>ACTION Clerk to add HIP presentation to the next FGB Agenda.</b></p> <p>The HT outlined the role of the HIP, this term she has reviewed reading and safeguarding at the school, the next visit will focus on a deep dive in history.</p>	Agenda
8.	<p><b>To receive the HT verbal report including</b></p> <ul style="list-style-type: none"> <li>• Parental engagement</li> <li>• Ofsted Preparation</li> <li>• PP audit report</li> </ul> <p><b>Ofsted Preparation</b></p> <p>The HT informed governors that the last Ofsted inspection was 5 years ago. The HT reiterated that the usual functioning of the school is always good, not just when Ofsted visits.</p> <p>Ofsted will look at:</p> <ul style="list-style-type: none"> <li>• Quality of Education,</li> <li>• Behaviour and attitudes</li> <li>• personal development,</li> <li>• leadership and management.</li> </ul> <p>The HT provided examples of how behaviour and attitudes and personal development link into the quality of education, leadership and management.</p> <p><u>Attendance</u></p> <p>Reviewing attendance data, the school has 93% attendance, persistent absenteeism is 22.3%. Week commencing 30<sup>th</sup> January all families were contacted with details of their child's attendance.</p> <p>Hertfordshire County Council (HCC) has re-instated fining parents, it is essential schools follow processes for responding to and following up absenteeism.</p> <p><u>Wellbeing</u></p> <p>Leadership and management, this area includes staff wellbeing and governance.</p>	



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	<p><u>Inspection Process</u> The HT outlined the Ofsted inspection process. An inspector will call the HT and have a 90 minute phone call followed by a visit the following day(s).</p> <p><b>Q - Do teachers have enough opportunity to be observed by peers? A - Ofsted inspections have changed and the no longer observe lessons. We are carrying out learning walks, this includes looking at student books and talking to children.</b></p> <p><b>Q - Do you have parents in to sit in the class? A - Not in a learning capacity. We have had 2 open evenings to enable parents to look at student books. The first face to face parents evening for the academic year will take place during Spring 2.</b></p> <p>Examples of the type of questions and activities that inspectors will ask/review were discussed.</p> <p>During discussions it was identified that Inspectors are looking at the journey travelled, where was the school, where are they now, where do you aim to be. Reading, SEND and safeguarding will be inspected. A deep dive in reading and maths is anticipated on day 2.</p> <p><u>School Improvement Plan (SIP)</u> The document is sectioned into Ofsted areas. Governors were provided with a hard copy of the plan for reference. The digital copy is available on Google Drive and Governor Hub.</p> <p><u>Supporting parents</u> Parental engagement activities include reading workshops, these are planned for the summer term, music assembly and phonics activities have taken place. Developing parental engagement the school is investigating support from an external partner.</p> <p>CoG confirmed the governing board will be introduced to all parents.</p> <p>Governors held a brief discussion about initiating a parent's association.</p>	
9.	<p><b>To receive an update on Finance</b> <i>The following documents were added to the Hub in advance of the meeting: Budget Profiles Dec 22, Budget Monitoring Report Dec 22, Budget Account List Dec 22</i></p> <p>The CoG outlined the role and responsibilities of governors in relation to the school's budget.</p> <p>The CoG outlined the following:</p> <ul style="list-style-type: none"> <li>• Schedule of financial delegation – this provides the rules for spending and the authorities required for signature.</li> <li>• 3 year budget plan – runs from 1<sup>st</sup> April to 31<sup>st</sup> March.</li> <li>• <b>Q - Is the reduction in the income for SEND next year due to Y6 moving on? A - Yes it is.</b></li> </ul>	



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	<ul style="list-style-type: none"> <li>School Financial Value Standard (SFVS) – the document is approved by the governing board and sets out how finances are monitored. The final draft of the SFVS will be presented to the March FGB.</li> </ul> <p><b>ACTION – governors to review the SFVS prior to the March meeting</b></p> <ul style="list-style-type: none"> <li>Budget Dec 22 – any change since the March budget was set will show as a variance to the original budget. The columns headed “Forecast variance” and “comments” are the most important columns to review. Examples of variance were provided ie the budget for staffing costs.</li> </ul> <p><b>Q - If we have a question about the budget who do we ask? A - At every FGB ask questions about the budget.</b></p> <p><b>Q - If you have more in year admissions, what is the impact on the school? A - Currently on roll there are 434, at the time of the school’s census there was 422.</b></p> <p>Headlines;</p> <ul style="list-style-type: none"> <li>the school is in a strong financial position, roughly £238K surplus.</li> </ul> <p><b>Q - Do we know what next year’s budget is? A - Not yet, it will be available soon.</b></p>	Governors
10.	<p><b>Governor Ofsted Preparation</b></p> <p>Governors were advised that attendance at the school during an Ofsted visit would be helpful with attendance for part of the day acceptable.</p> <p>The Chair advised new governors that regular school visits encompassing meeting the teaching team, the senior leadership team, the students and reviewing documents supports governors to develop their knowledge of the school.</p> <p><u>Pupil Premium Funding</u> The Chair outlined Pupil Premium (PP) funding. Families in receipt of government support are eligible for further funding when at school, this equates to £1,380 per child. 31% of students who attend Oakview are eligible for PP funding totalling £173K per year. This money is not ringfenced to the PP students, it can be used on a wider support, ie funding trips, supporting wellbeing activities, providing additional in class support. The school develops their PP statement outlining how students will be supported and is published on the school website. An example of how the funding can be used for students was provided, eligible students received a reduction in the cost of the school residential, payments can be made over a period of 6 months.</p> <p>Governors were signposted to the report following the recent review of support available at the school, document: 221127 – SK – 585 Oakview Primary school – CSV PP review.</p> <p><u>SEND</u> A recent audit of the SEND provision focussed on the following:</p>	



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	<ul style="list-style-type: none"> <li>• Exploring the school's approach to identifying SEND at the earliest opportunity – action has been to develop robust processes for identification, ensuring that the issue is not masking poor teaching. This action is identified as expected,</li> <li>• Understanding need of SEND in the classroom. This action is identified as emerging.</li> <li>• Website check</li> </ul> <p><b>Q - What do you mean by SEND, is this reading interventions? A - There is a spectrum that children may be on.</b></p> <p>This above question led to a discussion outlining categories of SEND.</p> <p><b>Q - Does your SEND support link up with your behaviour policies? A - Yes, it is about the teacher knowing the children. We acknowledge that the behaviour policy does not fit 100% of our children, we are supporting teachers to utilise strategies in the classroom.</b></p> <p>Individual student passports have been developed, teachers have been allocated time during Spring 2 to review and develop the student passports.</p> <p><b>Q - Do SEND students arrive with a diagnosis? A - No, not every child gets a diagnosis, it tends to be about identification of needs not just students with EHCPs. A child with SEND is identified as one that requires more support in order to achieve equity.</b></p>	
11.	<p><b>To review External reports – all documents previously circulated</b></p> <p>See above</p> <ul style="list-style-type: none"> <li>• SEN audit report,</li> <li>• HIP Spring visit</li> <li>• PP HCC <a href="#">Report</a></li> </ul>	
12.	<p><b>Chair's Business</b></p> <p>CoG explained the purpose of the link governor role which includes providing governors with feedback about the area they have responsibilities for.</p> <ul style="list-style-type: none"> <li>• Governor link roles <ul style="list-style-type: none"> <li>• PP – Claire/ Sarah</li> <li>• SEN – Gemma / link with Louise Young</li> <li>• EYFS - Juliette</li> <li>• Safeguarding – Mo</li> <li>• Behaviour &amp; Attendance - Kady</li> <li>• Finance – Anthony</li> <li>• T&amp;L/Curriculum - tba</li> <li>• Governor Training - tba</li> </ul> </li> </ul>	
13.	<p><b>Safeguarding - reports circulated</b></p> <ul style="list-style-type: none"> <li>• Safeguarding report</li> <li>• Safeguarding Bulletin</li> </ul>	



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	<p>All staff are taking part in PREVENT training.</p> <p>New governors to complete safeguarding training.</p>	
14.	<p><b>To review the School improvement plan (SIP) - reports circulated</b></p> <ul style="list-style-type: none"> <li>• SIP 2021/22</li> <li>• SIP 2022/23</li> <li>• SIP Spring targets</li> <li>• SIP Overview</li> </ul> <p>The SIP was presented to governors under agenda item 8. A hard copy of the document was distributed to governors. Governors were guided as to how the document can support the role of the governor.</p> <p>The HT informed governors that copies of the SIP are displayed throughout the school.</p>	
15.	<p><b>To consider school policies</b></p> <p>- the policy review document outlines the reasons the policy is presented to the meeting. HfL model policies are used by the school. Some policies are unique to the school all this information is contained on the review document.</p> <ul style="list-style-type: none"> <li>• CLA <a href="#">policy</a></li> <li>• School uniform <a href="#">policy</a></li> <li>• Social Media <a href="#">policy</a></li> <li>• Staff Pay <a href="#">policy</a></li> <li>• Supporting pupils with medical conditions <a href="#">policy</a></li> <li>• Intimate Care <a href="#">policy</a></li> <li>• Early Years Foundation Stage <a href="#">policy</a></li> <li>• Procedures for dealing with Allegations of Abuse against staff <a href="#">statement</a></li> </ul> <p>Questions were invited.</p> <p><b>Q - The uniform policy didn't seem to clearly identify that non logo items was allowable. A - This will be reviewed after this meeting, amended and presented to the next FGB.</b></p> <p>All policies, with the exception of "School Uniform Policy" were <b>APPROVED.</b></p> <p><b>ACTION – School uniform policy will be presented at the next FGB.</b></p>	Agenda
16.	<p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li>• There was none.</li> </ul>	
17.	<p><b>To agree on the date and format of the next meetings;</b></p> <p>Proposed future dates - (start time 5pm in school);</p> <ul style="list-style-type: none"> <li>• Thursday 16<sup>th</sup> March</li> <li>• Tuesday 2<sup>nd</sup> May</li> <li>• Tuesday 20<sup>th</sup> June</li> </ul> <p>Agree dates for 2023/24</p> <p>Following a brief discussion it was agreed meetings will be held on Tuesdays and Thursdays, with a start time of 5pm.</p>	



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	Meeting closed at 18.59	

*E. Kent*

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