



Oak View Primary and Nursery School
MINUTES
Full Governing Board
Monday 16th January 2023 5-7pm (in school)

Governors present: Anthony Kent (Chair), Mo Molaei (co-opted governors)
Neil Richardson (head teacher)
Claire Hunt (parent governor)

In attendance: Rebecca Harvey (Clerk), Tricia Hill (Financial Consultant), Sheila O'Shaughnessy (SBM), Gemma hall – Literacy lead and music – to item 7 only

No	Item	Action
1.	Welcome <ul style="list-style-type: none">The chair welcomed everyone to the meeting, including Tricia Hill, Financial Consultant, who was attending in regard to item 9.Governors were reminded of the requirement that FGB meeting discussions were confidential.The chair advised that Natalie Lawson had stepped down from the board. This left the board very low on numbers, with 4 vacant positions out of 9 posts. The chair was continuing to search for new governors via the sources available. ACTION clerk to remove NL from Governor Hub.	Clerk
2.	To receive apologies for absence and to consider approving any absences, additions or changes and determine meeting is quorate <ul style="list-style-type: none">Apologies were received and accepted from Louise Young due to illness.	
3.	To declare any Conflict of Interest <ul style="list-style-type: none">There were none.	
4.	To consider notification of any items for AOB <ul style="list-style-type: none">There were none.	
5.	To approve the minutes of the last meeting dated 30th November 2022 <ul style="list-style-type: none">The minutes were APPROVED.	
6.	To consider matters arising from the above minutes <ul style="list-style-type: none">There were none.	
7.	LT presentations - to 17.45pm <ul style="list-style-type: none">Governors received presentations from the literacy lead, Gemma Hall and the music lead.	
8.	To receive the HT written report to be added to the Hub <u>Data</u> <ul style="list-style-type: none">Y6 are assessed every 6 weeks.Autumn 1 - English 44% ARE. Maths 33%Autumn 2 - English 50% (target EOY 67%). Maths 53% (target 72%)There is 25% EAL across the school.	

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	<ul style="list-style-type: none"> ○ Combined - current 40% target 57%. ○ Booster sessions have started. The head is teaching 11 children maths on 4 days a week. Q - What about the other children? A - Those at ARE are receiving quality first teaching from their class teacher but the focus is on improving those below ARE, which is 28%. ● Y5 – maths 70% (Neil to send data) Happy with Y5 who are working well. ● Y4 - are also on track ● Y3 – ● KS2 overall is doing OK. The school uses NFER assessment data, which also provides a skill score as in SATs. ● Y1 – does not have a formal assessment in the autumn term. They are working on their phonics and 38% are on track. This should be 70-80% at this stage and therefore interventions in place. ● Y2 – reading scores are lower but a reading TA has been appointed to provide additional support. ● Y6 - one child with poor behaviour has been suspended for 3 days which also has an impact on data. <p><u>Attendance</u></p> <ul style="list-style-type: none"> ● The County AO (attendance officer) is asked to visit the school every term. ● Persistent absenteeism is increasing again; this was at 14% but is now 21% due in part to many families visiting families abroad but also to illnesses such as scarlet fever, Hep and Covid. ● Q – Is there anything further the can school do to improve persistent absenteeism? A - Parents are asked into school sit down with a member of SLT face to face. Parents are also sent letters and are met at the gates to try and encourage attendance. Q – Do you have attendance prizes? A – Not prizes but awards. Parents are also sent letters to emphasise the issues that arise from absence. ● There is a Y1 child who has not been into school since 8th December and therefore the school will now need to contact the police. The child’s attendance is at 42%. ● There are a number of issues with families, but some have improved from 40% to 70%. ● Everything is now recorded on CPOMS. <p><u>PP report</u></p> <ul style="list-style-type: none"> ● Report circulated late?? Actions to be picked up by CH who has taken over responsibility for PP governance. The report details spend on interventions etc. ● SEND - HfL will be carrying out a review visit this week. ● HIP Linda Chesworth – her next visit is in February. 	
9.	<p>To receive an update on Finance - covered as item 8</p> <p><i>The following documents were added to the Hub in advance of the meeting: Budget Profiles, Budget Monitoring Report, Budget Account List</i></p> <ul style="list-style-type: none"> ● £238,989 is the current projected c/f for the end of the year. ● The school budgeted for a 3% increase in pay when actual was 5% (also higher for entry level staff). This, along with other staffing changes, created a forecast variance for pay of minus £37K. ● The school has received an additional £17k funding for SEN, but this amount fluctuates according to how many pupils are at the school. The school has taken on a large number of fair access pupils, as it is not full many of whom have SEND, and who then often move on quickly to other areas if allocated temporary housing. Several pupils have joined with limited English; e.g. an interpreter was 	



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	<p>needed for meetings with parents, which incurred a cost.</p> <ul style="list-style-type: none"> Schools have been allocated additional capital funding for improving energy efficiency, to be spent in this years budget. TH believed there maybe more money left at end of the year, due to spend on classroom refurbishment being delayed to next year. Q – Are there any additional costs related to the IT switch over? A – Spend was under on the hardware budget and this will cover the overspend on the Cloud. Assumed energy costs will be covered by the budget Q – Did the school ensure the spend on IT was best value? A – The school always obtains three quotes for spend over a specific amount. HfL are contracted for IT support and are competitive in terms of cost. SFVS - a draft had been completed and added to the Hub. TH left the meeting at 6pm 	
10.	<p>Curriculum report</p> <ul style="list-style-type: none"> This is a priority, with middle leaders taking ownership. Last term, leaders had CPD sessions with HfL, and have also carried out pupil voice, book looks and learning walks. Following this, each subject area was asked to highlight strengths and areas of development for this term and how these linked to action plans. This has been shared with all teachers. The aim is to ensure accountability across the all staff. Ofsted training is being carried out in 2 weeks and this will be revisited to ensure consistency across the school. 	
11.	<p>Behaviour report – previously circulated – c/f from previous meeting</p> <ul style="list-style-type: none"> The safeguarding team meets weekly, when it considers what has been happening in class every week with any incidents recorded on CPOMS. A new behaviour policy was put in place in September. Autumn 1 – there were 48 classroom incidents (anything above level 2 is recorded to identify patterns) Autumn 2 - 78 incidents over the whole school. During the first half of the autumn term the school was implementing the new behaviour policy. The second half of the autumn term shows more incidents and these can often be attributed to poor weather (wet breaks) and pupil tiredness towards the end of term. So far this term there have been fewer incidents. Q – Are there any trends? A – A few individuals are responsible for more of the incidents, (about 20 children). The school is now considering risk management plans for these children. It is suspected that the midday supervisor don't record all incidents and those that are recorded are mostly name-calling. Dangerous behaviour - Autumn 1 - 18 incidents, Autumn 2 - 27. This also shows a similar increasing trend. Suspensions - Autumn 1 – 2, Autumn 2 - 4. Most of the dangerous behaviour incidents are due to 5 - 8 children. The school uses the Herts Steps approach to behaviour management. A child with an EHCP has been suspended; they are also a CIN and have a social worker but they are very volatile. The school has to ensure it tries everything possible before it can get any support from the Hub, but despite this, is still finding it difficult to get external support for pupils. Head to share CPOMS data report at the next FGB meeting. ACTION Clerk to add to next agenda. 	Agenda



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12.	Governor visit reports <ul style="list-style-type: none"> • None for this meeting. 	
13.	To review External reports – all documents previously circulated <ul style="list-style-type: none"> • HIP summer report • HIP Autumn visits; first report, second report • EYFS summer report • Literary Specialist report 	
14.	Chairs Business <ul style="list-style-type: none"> • <u>Agree process for reviewing strategic aims and ethos</u> – document previously circulated. This process requires more governors on the board than are currently in place. Therefore key to its success is recruitment of board members. • <u>Governor recruitment & appointments</u> – the chair advised the school was struggling to recruit governors, and even when it does, they often don't stay for long. 3 parents have expressed an interest, and although this would mean the board would have too many parents, more governors are needed in order to carry out its roles and responsibilities effectively. • The chair asked existing governors to take on specific key link roles: PP (the HCC report highlighted this was required), Safeguarding (statutory role), ideally a finance lead and SEN (which hopefully one of the new parents will take on). • CH agreed to take on responsibility for PP, MM to take on Safeguarding (MM to arrange a meeting with SS to review and include the SCR). All to check safeguarding training up to date. The clerk advised that governor safeguarding training should be refreshed every 4 years. There is a separate training course for the link governor role. • Local secondary schools have been contacted to see if there is any interest in taking on a governor's role at Oak View. An advert has also been placed in Teach in Herts and the Inspiring Governance advert will be renewed. • Friday 27th January is an inset day; all governors are invited and it is hoped the potential new governors will also attend. 	
15.	Safeguarding - reports circulated <ul style="list-style-type: none"> • Safeguarding report • Safeguarding Bulletin 	
16.	To review the School improvement plan - reports circulated <ul style="list-style-type: none"> • SIP 2021/22 • SIP 2022/23 – this has been broken in to termly segments. Staff reviewed this last week. • The feedback policy is now in place, to ensure consistency across all subjects. • Currently carrying out a pupil voice; the aim is to try and reduce the marking workload. Teacher planning ensures target children receive more direct feedback to accelerate their progress. • Reading and phonics is a current high priority and focussed on KS1 and improving structures. The school has recently appointed an EY reading TA, who is carrying out reading interventions every morning. Other TAs are also working with target children. The next focus is on reading in KS2 and also those children who have not yet achieved the required level of phonics. • Subject leads to now lead progression of skills. • CPD in place is linked to monitoring with staff taking responsibility for their own CPD. 	



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	<ul style="list-style-type: none"> • <u>Leadership and management</u> is overseeing Q of E. • There is a high focus on assessment and targets for Y6, Y3 and Y2. Information from PP meetings feeds into class. Y6 are doing well, but there are issues in Y2 where staffing has been inconsistent due to absenteeism. It is also a challenging year group in terms of additional needs. • <u>Wellbeing</u> – the school is developing the role of the mental health lead; an UPS teacher who has attended training and put an action plan together. The school will celebrate mental health week in February. • The chair advised he would like to create a governor’s development plan, which would be added to the SIP. • <u>Behaviour</u> – new policy was put in place in the autumn. The head considered this was now embedded and that although there were still some inconsistencies, these were improving. There is a clear focus on high needs and the more challenging pupils. Staff are experiencing more dangerous behaviours which has led to some exclusions, and also bad language. There is need to ensure both children and parents are communicated to in terms of behaviour in a consistent manner by all staff. There are 15-18 children (out of 400 in school) who are causing the most issues and who can make a significant impact on the whole school. • A new attendance team has been created in school to support and reduce absenteeism, which is increasing again. • PSHE and RE schemes of work are in place but the school is now looking to expand equality and diversity and values across the curriculum. • A revised version of the policy is going out to all staff next week and will be shared with governors. • SIP Overview - <i>previously circulated</i>. 	
17.	<p>To consider school policies</p> <ul style="list-style-type: none"> • Policy review • Menopause – used policy from the Key • RSE – No changes • Health and Safety – Model HCC • School Uniform – next meeting • All APPROVED. 	agenda
18.	<p>Any Other Business</p> <ul style="list-style-type: none"> • There was none. 	
19.	<p>To agree on the date and format of the next meetings; Proposed future dates - to be moved back to the original dates (all at 5pm in school);</p> <ul style="list-style-type: none"> • Thursday 9th February – intro and Ofsted focus as only 3 weeks from this meeting. • Thursday 16th March • Tuesday 2nd May • Tuesday 20th June 	
	Meeting closed at 7pm	



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