



Oak View Primary & Nursery School

**Oak View Primary & Nursery School
Full Governing Body Meeting
Monday 27th January 2025 at 5.00pm
Minutes**

Present: Neil Richardson- Headteacher, Anthony Kent- Chair of governors, Sheila O'Shaughnessy- School Business Manager (SO'S), Lesley Waddingham (LW), Kady Sanogo (KS), Sarah Coull (SC), Lee Bradley (LB), Karis Robinson (KR), and Gemma Kelly (GK).

In-Attendance: Kayleigh Kingsland- Clerk and Siobhan Stuart (SS)- Deputy Headteacher- observer.

ITEM		ACTION
1	Welcome, apologies and approval of absences <ul style="list-style-type: none"> • The chair welcomed everyone to the meeting. • No apologies were received for the meeting and all governors were present. 	
2	To declare any conflict of interest that may arise during the meeting <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> <ul style="list-style-type: none"> • None declared. 	
3	Any other business <ul style="list-style-type: none"> • Staffing. 	
4	To approve the minutes of the previous meeting <ul style="list-style-type: none"> • The minutes of the previous meeting were agreed as a true reflection of the meeting and will be signed by the chair of governors. 	
5	Matters arising from the previous minutes <ul style="list-style-type: none"> • The headteacher will provide an IDSR report to governors at the next full governing body meeting. • The headteacher advised that the school are taking part in the PINS Project which supports parents with neurodiverse children. Two sessions have taken place so far and within these sessions a parent survey and parent coffee morning has taken place. An overview of the school's PINS Project plan was shared with governors at the meeting, and this will be shared with governors following the meeting. • SO'S advised that there is no model Ex-Offender Policy available, and the school will wait to see if Herts for Learning release a template/guidance. • All other actions were complete or covered in the agenda for this meeting. 	<p style="text-align: center;">HT</p> <p style="text-align: center;">HT</p>
6	Pupil Premium Presentation	

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	<p><i>The school's Pupil Premium Strategy Statement was shared with governors prior to the meeting. The headteacher and SS delivered a presentation to governors on pupil premium and welcomed governor questions. Please refer to Appendix A.</i></p> <p>Governor Question- Why do you think the number of parents who have applied for pupil premium funding has reduced?</p> <p>Answer- It has reduced lower down the school which we expect is due to our younger pupils being eligible for Free School Meals and parents do not think to apply for pupil premium funding.</p> <p>Governor Question- What is the intention of the Pupil Premium Passport?</p> <p>Answer- To share with parents in order to raise the profile of the funding. SS has also created a pupil premium leaflet detailing the benefits of the funding in order to encourage parents to apply. QR codes are included in the leaflet in order to make this as easy as possible for parents to apply for. We will also be offering parents support with checking for eligibility at parents' evenings. We are also offering an incentive to parents for signing up and children will receive a new school jumper, a new school bag, and a £25.00 ASDA voucher for the purchase of school uniform once they sign up.</p> <p>Governor Question- The school have a high number of English as an Additional Language (EAL) parents, is it possible to translate this information into some of the most popular languages spoken?</p> <p>Answer- Yes, we could do this.</p> <p>Governor Question- What are the next steps?</p> <p>Answer- We will review pupil premium again following this meeting with the intention of sharing this information with parents at parents evening.</p>	
7	<p>To receive headteacher Report <i>Circulated prior to the meeting, the headteacher updated governors on the following and welcomed questions.</i></p> <ul style="list-style-type: none"> • The headteacher advised that the school's overall attendance at present is 94.6% which is slightly higher than national average. • 43% of the school's pupils are EAL pupils and 110 pupils are in receipt of pupil premium funding. • Pupil numbers have remained static in the school and there are currently 10 places in Reception. It is expected that 48 pupils have named the school as their first choice for Reception for September 2025. <p>Governor Question- Have you ever had to advertise for Reception?</p> <p>Answer- No.</p> <p>Governor Question- Are you carrying out parent tours?</p> <p>Answer- Yes, during the daytime and in evenings to support working parents.</p> <p>Governor Question- Could you consider advertising on Facebook?</p> <p>Answer- In the past this has opened the school up to negative comments from previous parents however we know that this has improved significantly.</p> <ul style="list-style-type: none"> • The school had a busy end to the 2024 autumn term and a number of Christmas activities and events took place. • Assessment was carried out at the end of the 2024 autumn term and SS and Louise Young, Assistant Headteacher, have met with all class teachers to carry 	



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	<p>out pupil progress meetings. Data within groups has been reviewed however this is very cohort specific and specific groups have been highlighted to staff.</p> <ul style="list-style-type: none"> • The school have had a good start to the 2025 spring term. Staff Inset took place at Mill Green which focused on improving staff's understanding of the local area. The headteacher will be producing a Cultural Capital Plan. • Assess Can Do Reviews have taken place. • Census has taken place this term. • The school continue to follow their Attendance Policy and procedures and parents are completing absence forms well in advance. KS has carried out a link governor attendance visit. The school's overall persistent absentees is 16%. <p>Governor Question- Is religious attendance an authorised absence? Answer- Yes.</p> <p>Governor Question- Do you have any traveller families? Answer- We do not have any families who live on a site.</p> <p>Governor Question- Are there any attendance concerns for SEND pupils? Answer- No and this is likely due to how well these pupils are supported in school.</p> <ul style="list-style-type: none"> • There are currently 4 Children Looked After (CLA) in the school and 2 children are expected to leave the school due to being in long term foster care. • There have been 7 Section 17 referrals, 7 DASU reports, and 16 referrals to Child Services. • The headteacher has attended Hertfordshire County Council Prevent training and Safer Recruitment training. SS has completed the National college course of Safer Recruitment. • The number of behavioural incidents in the school has reduced. The school has one pupil in Year 6 who has attended the Behavioural Hub for 2.5 terms who is expected to return to school this term with some initial support. The SLT have met to discuss how this child will be supported with integrating back into the school and support will be taken from the Behaviour Hub. <p>Governor Question- Is there a reason why this child is returning given that they are in Year 6 and will be leaving the school at the end of this academic year? Answer- This child's allocated time has come to an end, and it is not close enough to the end of the academic year for the child to remain at the Behaviour Hub.</p> <ul style="list-style-type: none"> • The chair has met with the headteacher and carried out a governor health & safety visit. • A fire drill has taken place with no identified actions. • A member of staff will be leaving the school at the end of term to work at their child's school. 	
8	<p>To review the School Improvement Plan <i>Circulated prior to the meeting, the headteacher updated governors on the following and welcomed questions.</i></p> <ul style="list-style-type: none"> • The headteacher advised that the School Improvement Plan (SIP) priorities for the 2025 spring term have been reviewed and updated. • The school's leadership and management objectives have been updated following the school's SEA visit last term: <ul style="list-style-type: none"> - To monitor, analyse and improve internal school data in core subjects- across the school for all pupils. 	



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	<ul style="list-style-type: none"> - To ensure gaps are closing between the disadvantaged and learners and other pupils in the school. - To promote equality and diversity in the curriculum across the school. 													
9	<p>To receive finance report <i>All papers were shared with governors prior to the meeting. SO'S updated governors on the following and welcomed questions.</i></p> <p>New Money</p> <ul style="list-style-type: none"> • The school have received an additional £43,551 Core School Budget Grant to support the additional pay awards. <p>Governor Question- Does this funding fully cover the 5.5%? Answer- Yes.</p> <ul style="list-style-type: none"> • There has been an additional £7,639 Early Years income to date. • Bank Interest is now £8,259, £1000 p/m – previously £500-£600 p/m. • Income for Clubs up by £1,812 (now £11,219). <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">B/C Inc</td> <td style="width: 33%;">£4011</td> <td style="width: 33%;">B/C Sals to Dec</td> <td style="width: 33%;">£3601 (relates to Nov hours)</td> </tr> <tr> <td>ASC Inc</td> <td>£7208</td> <td>ASC Sals to Dec</td> <td>£5321 (relates to Nov hours)</td> </tr> <tr> <td>Total</td> <td>£11,219</td> <td></td> <td>£8,922</td> </tr> </table> <ul style="list-style-type: none"> • £2.50 before school (7.45-8.45)/£5.00 after school (3.15-4.30) – Not for profit just hope to cover expenditure. The current provision is 20 places am/pm. There is a government initiative to increase capacity for families, i.e. more spaces, extending provision times, and school holidays. <p>Governor Question- What is the government obligation for wraparound care? Answer- To get as many schools as possible to sign up which I expect is why we were called today.</p> <ul style="list-style-type: none"> • Nursery Fees £4,499 – up £,1130 - additional hours which are not budgeted for however, the school have a clawback of £3,505 for a pupil currently in alternative provision. • Tutoring programme income is being clawed back on January biscuit £8,167.50. • The school's Financial Services Adviser also moved £2,596 revenue income allocated to cover capital shortfall on the expenditure on: Conference Room re-modelling and Smartboards. <p>Expenditure</p> <ul style="list-style-type: none"> • Agency overspent – training and staff release and quite a lot of short-term sickness which is not covered by staff absence insurance (6th day excess before the insurance pays out for teaching staff). • Support staff additional agency cover required– sickness 2nd half of last term – especially in EYFS (30 days excess in insurance cover) and going forward. A member of staff is now on teacher training apprenticeship and on placement and supply teaching assistant is covering. • Staff training budget- £2,252 remaining but likely to be spent. • Teaching insurance exceeding by £1,045 –mainly due to cost of occupational health reports and them being accelerated (will look to get more reports included within provision). • The school may have savings in energy, but it is too early to quantify. • Year 6 residential shortfall– the school covered the coach cost and contribution to pupil premium children trip reduction. 	B/C Inc	£4011	B/C Sals to Dec	£3601 (relates to Nov hours)	ASC Inc	£7208	ASC Sals to Dec	£5321 (relates to Nov hours)	Total	£11,219		£8,922	
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- The school are still in a positive position and started the financial year with a carry forward of £292,000 and at the end of December 2024 the carry forward was £278,000 and is likely to increase.
- 2025-2026 budget is due at the end of February 2025- early March 2025 and the school have started looking at:

Contracts/Subscriptions

GovernorHub

- Changing to GovernorHub Knowledge from April 2025 which will be more expensive. The cost for 2024-2025 was £95.00 and the future cost will be £270 for 2025-2026 and £370 for 2026-2027. Schools can request a free 1-month trial of GovernorHub Knowledge.
- Subscription decision to be made by 14th February 2025.
- GovernorHub is part of The Key group, and the subscription is included within the school's Key subscription which is £1,429.05 and runs until 4th October 2025. However, the school could consider transitioning to The School Bus through their National College subscription which costs £1,495.00 and runs until 15th September 2025.
- The governing body agreed to continue with the GovernorHub Knowledge Service at the increase rate.

Herts Catering 2025/2026 Price Increases

- Key Stage 2 meals rising to £3.45 up 15p p/d (last year also a 15p p/d increase).
- Schools were informed in December 2024 that Universal Free School Meal price would increase by 5p and be backdated to September 2024. Despite this, Herts Catering are still looking at large shortfall due to increased food costs and national insurance contribution.
- The school will see additional contract costs probably between £500-£1,000.
- The school's current contract runs until Summer 2026.

Governor Question- If Herts Catering are buying ingredients in will they be able to ensure that they do not contain allergens?

Answer- Yes.

Milk

- Hertfordshire County Council are stopping facilitating milk ordering and Free School Meal children due to a large shortfall.
- Schools will have to make their own arrangements with dairy starting from April 2025 or September 2025.
- Milk for under 5's will be paid for via DfE, but Free School Meal pupils milk provision will fall to the school to fund which is expected to cost between £1,000-£1,500 a term.

Governor Question- Do schools have to provide free school milk to children?

Answer- Yes for any children who are eligible for Free School Meals. Those parents who aren't, will be asked to pay if they wish for their child to continue to receive this.

Other Contracts

- Parago – Smartlog – compliance software – Health & Safety/checks and tests/compliance contracts etc – 3-year contract £800 p/a.
- Staff Insurance- the school will look to get occupational health reports included within provision.



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	<ul style="list-style-type: none"> • Possible additional expenditure on a new school website. • Broadband costs. • The Herts for Learning contract proposal is due soon. • PEST contract termination letter <p>Other Factors:</p> <ul style="list-style-type: none"> • National insurance contributions will increase from April 2025 which will have an impact on schools. At a Herts for Learning briefing last week the school were advised that the budgeting software has been updated to reflect this increase. The income schools will receive to offset this cost is not yet known and schools should receive information in March 2025. • Increase of 8p p/h on Early Years rates backdated to September 2024. • The second Termly Return is due for submission by 15th February 2025 and the school are ready to submit. • The Schools Financial Value Standards (SFVS) is due to be submitted by 31st March 2025 and the chair will support SO'S with this. 	
10	<p>Governor visits, training, and induction</p> <ul style="list-style-type: none"> • The chair recommended governors complete a Safer Recruitment training course to ensure that sufficient governors are trained should a recruitment panel be required. • SC has carried out a pupil premium governor visit, and this report has been shared with governors prior to the meeting. • The chair recommended that governors complete a Prevent and Cyber Security training course as best practice. 	<p>All</p> <p>All</p>
11	<p>Chairs Business</p> <ul style="list-style-type: none"> • The chair advised that he has not received any complaints, letters, or correspondence this term. 	
12	<p>Policies for approval</p> <p><i>Circulated prior to the meeting the following policies were approved by the governing body:</i></p> <ul style="list-style-type: none"> • Child Looked After Policy. • Early Careers Teacher (ECT) Policy. • Health & Safety Policy. • Menopause Policy. • Pay Policy Addendum. • Relationships and Sex Education Policy. • Social Media Policy. • Statement of Procedures for dealing with Allegations of Abuse against Staff. • The headteacher advised that there are a number of parents who are regularly late to collect their child from school and do not notify the school that they will be late. There are also some parents who are rude to staff when collecting their child late from school. The school are considering having a policy in place in order to formalise procedures as there isn't a policy in place at present. <p>Governor Question- What is the ultimate aim? Answer- This policy will only apply to repeat parents in order to reduce lateness. The policy will also state that if parents are continuously late, their child will be taken to the afterschool club and the parents will be charged accordingly.</p>	



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	<ul style="list-style-type: none"> It was agreed that the headteacher will share a draft Collecting Children from School Policy ahead of the next meeting. 	HT
13	Any other Business Staffing <ul style="list-style-type: none"> Please refer to confidential part II meeting minutes. 	
14	2024-2025 Meeting Dates all at 5.00pm <ul style="list-style-type: none"> Thursday 6th March 2025. Tuesday 20th May 2025. Tuesday 17th June 2025. 	
Meeting Closed at 6.30pm		

Actions

Action	Owner
1. The headteacher will provide an IDSR report to governors at the next full governing body meeting.	HT
2. An overview of the school's PINS Project plan was shared with governors at the meeting, and this will be shared with governors following the meeting.	HT
3. The chair recommended governors complete a Safer Recruitment training course to ensure that sufficient governors are trained should a recruitment panel be required.	All
4. The chair recommended that governors complete a Prevent and Cyber Security training course as best practice.	All
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