



Oak View Primary & Nursery School

**Oak View Primary & Nursery School
Full Governing Body Meeting
Thursday 16th March 2023 at 4.00pm
Minutes**

Present: Neil Richardson (Headteacher)- left the meeting at 5.15pm, Anthony Kent (Chair), Claire Wiltshire-Hunt (CW-H), Louise Young- SENCo (LY), Kady Sanoho (KS), Sarah Coull (SC), Mo Molaei (MM) and Jules Rayner (JR).

Apologies: Sheila O'Shaughnessy- School Business Manager (SO'S) and Gemma Kelly (GK).

In Attendance: Kayleigh Kingsland (Clerk), Mark Franklin (MF)- MFL subject leader- left the meeting at 6.35pm and Anila Riaz (AR)- RE subject leader- left the meeting at 4.35pm.

| ITEM | | ACTION |
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| 1 | <p>Welcome, apologies and approval of absences</p> <ul style="list-style-type: none"> • The chair welcomed everyone to the meeting. • SO'S 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. • Governors were asked to ensure their governor declarations are up to date on Governor Hub. | All |
| 3 | <p>Any other business</p> <ul style="list-style-type: none"> • None received. | |
| 4 | <p>To approve the minutes of 9th February 2023</p> <ul style="list-style-type: none"> • There is no mention of JR under the appointment of new governors in the minutes and this will be updated. • LY advised that exploring the school's approach to identifying SEND at the earliest opportunity is identified as expected and this will be updated in the minutes. • With the above amendments the minutes of 9th February 2023 were agreed as a true record of the meeting and will be signed by the chair of governors and filed in the school office. | <p>Clerk</p> <p>Clerk</p> |
| 5 | <p>Matters arising from the previous minutes</p> | |

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02/05/2023
Date:.....

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| | <p>Governor Question- Have you notified parents that attendance fines have been reinstated? Answer- Yes.</p> <ul style="list-style-type: none"> The chair advised that the school's Hertfordshire Improvement Partner (HIP) will be invited to attend the next full governing body meeting on 2nd May 2023. The headteacher will confirm this with the HIP. All other actions were complete or covered in the agenda for this meeting. | HT |
| 6 | <p>LT reports/presentations</p> <p>RE <i>Circulated to governors prior to the meeting, AR delivered a presentation on RE to governors and welcomed questions. Please also refer to appendix A. Discovery RE journals were also viewed by governors.</i></p> <p>Governor Question- How do you cover humanitarians? Answer- We have discussed this in Year 6 and it is also part of the RE curriculum.</p> <p>Governor Question- Do the school have links with local groups or churches? Answer- Yes, we have used the methodist church, Hatfield Church as well as the food bank for harvest festival.</p> <p>Spanish <i>Circulated to governors prior to the meeting, MF delivered a presentation on Spanish to governors and welcomed questions. Please also refer to appendix B. Spanish vocabulary books and workbooks were also viewed by governors.</i></p> <p>Governor Question- Are children enjoying Spanish and are they engaging? Answer- Children really enjoy learning Spanish and the links we have made with Bishop's Hatfield School is supporting this. In the summer term children will spend the day at Bishop's Hatfield School and choose a language to focus on.</p> <p>Governor Question- Do many children continue to learn Spanish when they go to secondary school? Answer- Yes.</p> <ul style="list-style-type: none"> The headteacher thanked MF for his work in the school on dance. The school have now made it through to the dance finals. | |
| 7 | <p>To receive headteacher report <i>Circulated to governors prior to the meeting, the headteacher updated governors of the following and welcomed questions.</i></p> <ul style="list-style-type: none"> Assessments are due imminently. More children have joined the school with an Education Health Care Plan (EHCP). The school are now over PAN in Year 2 due to the shortage of school places locally. Book looks continue in the school and the Senior Leadership Team (SLT) are supporting with teaching and learning. Middle leaders are developing across the school and teachers are more confident and proactive in their subjects. Reading across the school is stronger now that the new phonics scheme of work is in place. The English Hub are supporting the school with developing reading in Year 1 and Year 2. Phonics is now being transferred to reading and all children are reading with an adult three times a week. The school's phonics target is 75% and the school are working towards this target. | |



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Date:.....

- Pro-social awards for children are in place and this is supporting positive behaviours. The school are still seeing some challenging behaviours.
- Parental engagement continues to improve across the school and the school have invited parents to attend a music assembly.
- The focus of the school's INSET was on safeguarding.
- Mental health week took place in the school in order to raise awareness amongst children. Express Yourself Day also took place and this is something the school will continue with.
- The SLT have met with the Welwyn and Hatfield Partnership who will offer the school and its families a range of services from 1st April 2023.
- The school have had an open afternoon as well as a face to face parents evening which was very purposeful.
- World Book Day took place in the school and was a success.
- Rockstars have now joined the school. 20 children attended Young Voices and 15 children will be going to sing at The Royal Albert Hall.
- Staff absences have been high which has been a challenge for the school.

Governor Question- Are you monitoring staff absence?

Answer- Yes. Letters have been sent and I am inviting staff to meetings with me.

- It was agreed that the headteacher would provide staff attendance data at the next full governing body meeting.

Governor Question- Why have staff absences increased?

Answer- We have two long term sicknesses as well as two staff members who have been signed off. One member of staff is in the early stages of pregnancy and has had to take some time off and we also have another member of staff who is pregnant.

- The school continue to have children on roll who are persistent absentees (20.6%). The school continue to follow their attendance procedures and are putting support in place for families in order to get these children in school. The Welwyn and Hatfield Partnership will also support with this. Attendance this term across the school is 93.6%.
- The school had 422 in school on national Census Day.
- There are currently 62 children in Year 2 which is two over PAN.
- 49 children have joined the school and 28 children have left the school since September 2022.
- The school have accepted a child under the Fair Access Protocol in Year 1. This child has very complex needs as well as an EHCP.
- The school have 65 SEN children on roll, 91 pupil premium children, 87 post Child in Need, 2 Looked After Children, 1 child on a Child Protection Plan and 4 children on a Children in Need Plan.
- There are currently 16 children on roll at the school with an EHCP and LY is in the process of applying for 4 further plans.
- There have been 17 fixed-term suspensions in the school. The school have recently introduced a new Behaviour Policy. Internal and external support is in place for these children.
- The headteacher shared the following CPOMS behaviour data with the governing body:

| Behaviour Types | Aut 1 | Aut 2 | Spr 1 | Spr2 |
|------------------------|--------------|--------------|--------------|-------------|
| Classroom | 87 | 69 | 63 | 45 |

HT



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| | <ul style="list-style-type: none"> It was agreed that new governors would shadow CW-H during her governor visits. The chair advised that governors could meet with subject leaders remotely if they are unable to visit the school in person. New governors were encouraged to review the Governor Visits Policy prior to their visits. | <p>KS, JR, SC</p> <p>KS, JR, SC</p> |
| 10 | <p>To review external reports</p> <ul style="list-style-type: none"> The SEN report, SEND website check report, HIP Spring visit report, Pupil Premium Hertfordshire County Council report, Literary Specialist report and EYFS report were shared with governors for their information. These reports are available for governors to view on Governor Hub. | |
| 11 | <p>Chairs Business</p> <p>Local Authority Governor appointment form</p> <ul style="list-style-type: none"> SC's local authority governor appointment form will be completed by the school. <p>Strategic aims and ethos</p> <ul style="list-style-type: none"> The strategic aims and ethos report was shared with governors ahead of the meeting for their information. These reports are available for governors to view on Governor Hub. <p>Term dates 2024/2025</p> <ul style="list-style-type: none"> The school's 2024/2025 term dates were shared with governors ahead of the meeting for their information and can be accessed on Governor Hub. <p>Agree pay review panel (Staff and Headteacher)</p> <ul style="list-style-type: none"> It was agreed that CW-H Will support the chair with the headteacher's mid-term review this term. <p>Skills Audit</p> <ul style="list-style-type: none"> The chair will send a skills audit to governors which will be completed and return to the chair. | <p>Chair</p> <p>Chair, All</p> |
| 12 | <p>Safeguarding Report and Bulletin</p> <ul style="list-style-type: none"> The safeguarding report and safeguarding bulletin were shared with governors prior to the meeting and are available for governors to view on Governor Hub. It was agreed that MM will carry out a review of the school's Single Central Record. | <p>MM</p> |
| 13 | <p>To review School Improvement Plan</p> <ul style="list-style-type: none"> The 2021-2022, 2022-2023 School Improvement Plan, Spring School Improvement Plan Targets and School Improvement Plan Overview were circulated to governors prior to the meeting and are available to view on Governor Hub. <p>Governor Question- How is the School Improvement Plan going with rolling it out to staff? Answer- Middle leadership is developing however SLT capacity is pushed at present.</p> <p>Governor Question- Do you have access to any support as an SLT? Answer- Me and LY had some supervision last year and we continue to have the support of the HIP and the chair of governors.</p> <p>Governor Question- Is there room in the budget for further support? Answer- Yes possibly and this will be explored at budget setting.</p> | |



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| 14 | <p>Polices for approval Circulated prior to the meeting the following policy was approved and ratified by the governing body subject to any comments from the headteacher:</p> <ul style="list-style-type: none"> Uniform Policy. <p>Governor Question- The Uniform Policy states that long hair is allowed in school and no genders are mentioned, however it does not mention that girls can have a shaved head or extreme haircuts? Answer- LY will feed this back to the headteacher.</p> | LY |
| 15 | <p>Any other Business</p> <ul style="list-style-type: none"> None received. | |
| 16 | <p>Future Meeting Dates</p> <ul style="list-style-type: none"> Tuesday 2nd May 2023 at 5.00pm. Tuesday 20th June 2023 at 5.00pm. <p>Agree dates for 2023/2024</p> <ul style="list-style-type: none"> Thursday 14th September 2023. Tuesday 17th October 2023. Thursday 23rd November 2023. 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 5.45pm | | |

Actions

| Action | Owner |
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| 1. Governors were asked to ensure their governor declarations are up to date on Governor Hub. | All |
| 2. There is no mention of JR under the appointment of new governors in the minutes and this will be updated. | Clerk |
| 3. LY advised that exploring the school's approach to identifying SEND at the earliest opportunity is identified as expected and this will be updated in the minutes. | Clerk |
| 4. The chair advised that the school's Hertfordshire Improvement Partner (HIP) will be invited to attend the next full governing body meeting on 2 nd May 2023. The headteacher will confirm this with the HIP. | HT |
| 5. It was agreed that the headteacher would provide staff attendance data at the next full governing body meeting. | HT |
| 6. The headteacher will provide the number of children CPOMS behaviour data relates to at the next meeting. | HT |
| 7. It was agreed that CW-H will be the health & safety link governor and CW-H will attend the health & safety inspection on 21 st April 2023. | CW-H |
| 8. The chair asked governors to review the shared finance documents and send any questions they have to him. | All |



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| 9. Governors were reminded that they must book themselves onto training courses and ensure that their governor training record is up to date follow any training that is completed. | All |
| 10. It was agreed that new governors would shadow CW-H during her governor visits. | KS, JR, SC |
| 11. New governors were encouraged to review the Governor Visits Policy prior to their visits. | KS, JR, SC |
| 12. SC's local authority governor appointment form will be completed by the school. | Chair |
| 13. The chair will send a skills audit to governors which will be completed and return to the chair. | Chair, All |
| 14. It was agreed that MM will carry out a review of the school's Single Central Record. | MM |
| 15. LY will provide JR's feedback on the school's Uniform Policy to the headteacher. | LY |



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