



Oak View Primary & Nursery School

**Oak View Primary & Nursery School
Full Governing Body Meeting
Thursday 21st March 2024 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), Jules Reyner (JR), Sarah Coull (SC), and Gemma Kelly (GK).

Apologies: Mo Molaei (MM).

Non-Attendance: Claire Wiltshire-Hunt (CW-H).

In-Attendance: Kayleigh Kingsland- Clerk, Susan Wombwell (SW)- History Lead- item 6 only, Danielle Pyzer (DP) and Kate Huke (KH)- Geography Leads- item 6 only.

ITEM		ACTION
1	<p>Welcome, apologies and approval of absences</p> <ul style="list-style-type: none"> • The chair welcomed everyone to the meeting. • MM sent apologies for the meeting and this absence was approved by the governing body. • CW-H did not send apologies for the meeting and therefore this absence was not 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"> • Staffing. 	
4	<p>To approve the minutes of the previous meeting</p> <ul style="list-style-type: none"> • The minutes of 15th February 2024 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"> • Governors were asked to arrange their link governor visits for the 2024 summer term. • All other actions were complete or covered in the agenda for this meeting. 	All
6	<p>School Leaders information sharing</p> <p><i>Staff delivered presentations to governors on History and Geography and welcomed governor questions. Please refer to Appendix A and B.</i></p>	

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	<p>Geography (DP) and (KH) Governor Question- When will the SEND aspect of the curriculum be provided to teachers? Answer- This document is helping us to support SEND pupils and teachers are already approaching us to ask for advice.</p> <p>Governor Question- The school have a number of pupils who are EAL, how is EAL being brought into the curriculum? Answer- These pupils have a lot of input when we are talking about different countries. We do not have a particular country that children are from however EAL is included throughout the curriculum.</p> <p>Governor Question- What system are you using for assessment and marking? Answer- We have a document of skills that must be covered, and teachers will inform us of what has not been covered. Any work not covered will be covered in the next year.</p> <p>History (SW) Governor Question- Are, some aspects of history taught in primary and other aspects in secondary? Answer- Yes.</p> <p>Governor Question- Are there links to RE in the curriculum? Answer- Yes. Places of worship are linked to RE.</p> <p>Governor Question- What section of the School Development Plan are you linking your plan to? Answer- We must ensure that we have the chronology running through the curriculum and ensure that scaffolding is in place so that all pupils can access the curriculum.</p> <p>Governor Question- Are you assessing the quality of the provision? Answer- Yes, as well as the outcomes. Children have very good knowledge about what they have learnt in lessons.</p>	
7	<p>To receive headteacher written 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 report following the last School Effectiveness Adviser (SEA) visit has been shared with governors and the report has been reviewed as an SLT. The SEA would like to focus on writing during the next visit however the school have requested the visit focuses on behaviour as the school must write a behaviour curriculum for September 2024. The writing visit will take place during summer 2. • Parents evening has taken place and was a success. There have also been two open evenings which were well attended by parents. <p>Governor Question- How effective do you think parent evenings are? Answer- Very effective.</p> <p>Governor Question- Are these in person? Answer- Yes.</p> <p>Governor Question- Do you know which parents will and will not attend? Answer- Yes and this also links to our persistent absentees.</p> <p>Governor Question- Do you think that the timing of the parent evenings impacts on parent attendance? Answer- We offer a range of times and give parents enough notice. Teachers will also try to accommodate parents where possible if they are not able to attend.</p>	



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- Each phase leader has spent a day with the headteacher to carry out moderation and feedback has been provided.
- Mid-term reviews took place for staff last week.
- The staff INSET day took place on Therapeutic Approach to Behaviour which was very successful and well received by staff.

Governor Question- Are materials available for staff to access following training?

Answer- Yes on the school's shared drive.

- Internal school assessments have taken place.
- There have been a number of events in the school this term including World Book Day, Science week, Greek day, and Key Stage 1 Open Book assemblies where members of the church talked through the story of Easter through roleplay.
- Learning experiences have taken place including wheelchair sports, cycling support, Year 6 visited another local school for cooking, and a Year 1 bus trip around Hatfield.
- Challenges remain the same in the school. The school have a number of SEN pupils with high levels of need in EYFS.
- Two pupils have been suspended.
- 17% of the school's pupils are persistently absent and improvements are being seen.

Governor Question- Your report refers to parent behaviour being a challenge for the school?

Answer- There have been issues and there was a recent incident where the police were called, and this was over parking. We know who the parents are who we need to monitor and have conversations with. There have also been incidents that we have been made aware outside of school.

Governor Question- If a parent has been seen drinking in public, is this a safeguarding concern?

Answer- We would consider this when the parent comes to collect their child.

- There are currently 443 pupils on the roll in the school. The school have been approached by the local authority to take an extra class of children however the headteacher has declined.
- The school's overall attendance is 93.4% compared to the national average of 94.8%.
- The SENCo is working with parents to apply for Education Health Care Plans and classes are well supported.
- There are two Looked After Children in the school and PEPS have taken place this term. The headteacher attended the Virtual Schools Conference today as the school's Looked After Children lead.
- There have been 15 children services contacts this term and 9 domestic violence reports.

Governor Question- Is there any national data to compare this against?

Answer- No.

- The school gates have now been replaced. The new PPA and deputy headteacher office will be built during the 2024 Easter holidays.



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	<ul style="list-style-type: none"> • A member of staff who is returning to school from maternity leave has made a flexible working request for 3 days a week from September 2024. The headteacher will be meeting with this member of staff next week to discuss this further. • Three new teachers were appointed last week. One is an ECT, one if a member of staff who has worked as supply in the school, and one is a teacher from London with 3 years of teaching experience. • One member of staff is thinking of leaving the school and one member of staff is on a fixed-term contract for one year. <p>Governor Question- Were there a number of applicants for the roles? Answer- Yes.</p> <ul style="list-style-type: none"> • Child-on-child abuse seems to have increased however the school have taken clarification as to what is considered as child-on-child abuse. <p>Governor Question- Would a dangerous behaviour incident and child-on-child abuse constitute as one incident? Answer- Yes.</p> <p>Governor Question- There appears to be a reduction in incidents? Answer- This is because the 2024 spring term is such a short term, and the report was written two weeks ago. There will be more incidents now.</p> <ul style="list-style-type: none"> • A breakdown of attendance has been shared with governors. There are individual children who are persistent absentees who significantly impact on attendance data. There is a child on the school roll who is not attending school due to relocation however this child does not have a place in another school and cannot be removed from the school roll. There is also a child in EYFS who is significantly impacting on attendance. A breakdown of attendance by gender has also been provided as well as specific groups of children in the school. <p>Governor Question- Have you raised the profile of pupil premium funding in order to get more parents to sign up? Answer- Yes. We also offer to support parents with applying for the funding. There are also children who are entitled to Free School Meals however parents do not take the school up on this.</p>	
8	<p>To review 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> <ul style="list-style-type: none"> • The school are expected to have a carry forward of £302,000 and this is expected to increase further as it has in previous years. • The school have received various funding which was not budgeted for. The school are also receiving £1,100 in bank interest. • The school have an apprentice and receive extra income for this. • The school do not generate any income from wraparound care. • There are budget lines that have been overspent. The school have £13,000 in recovery pupil premium funding and this will be moved to the E19 budget line. • The school's staff insurance policy has increased as the policy now includes support staff absence however staff must be absent for 30 days before a claim can be made. The school have received £10,800 in staff insurance so far. 	



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	<ul style="list-style-type: none"> The headteacher and SO'S have begun budget preparations for 2024-2025 and the school's Financial Services Adviser will be meeting with SO'S to complete the year-end during the Easter holidays. The headteacher and chair will arrange to meet to review the 2024-2025 budget next term. SO'S advised that the school's Financial Services Adviser has confirmed that she will remain with the school for a further year. SO'S confirmed that the Schools Financial Value Standards (SFVS) has been completed and will be submitted to the local authority before the deadline of 31st March 2024. 	HT, Chair
9	<p>Governor visits, training, and induction</p> <ul style="list-style-type: none"> The chair asked governors to complete an Exclusions training course so that adequate governors are trained should an exclusions panel be required. 	All
10	<p>Chairs Business</p> <ul style="list-style-type: none"> There have been no complaints or correspondence received by the chair. The chair advised that new guidance has been issued on school governors and the chair is attending a course on the updates that have been made. The guidance talks about schools having a sustainability action plan in place and the headteacher and chair will discuss this outside of the meeting. The guidance also talks about resources being accessible for parent and pupils with SEN. There is also a requirement for a governor to complete a Cyber Security training course and GK advised that she will attend this training. The chair will share a poll on WhatsApp and a date will be confirmed for a governing body strategy session during the 2024 summer term. 	HT, Chair GK Chair
11	<p>External Reports</p> <ul style="list-style-type: none"> The school's SEA feedback from the visit on 8th February 2024 was shared with governors prior to the meeting. 	
12	<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 school are working through the School Improvement Plan, and this will be reviewed in the 2024 summer term. 	
13	<p>Polices for approval <i>Circulated prior to the meeting the following policy was approved and ratified by the governing body:</i></p> <ul style="list-style-type: none"> Adoption Policy. Maternity Policy. Paternity Policy. Shared Parental Leave (Adoption) Policy. Shared Parental Leave (Birth) Policy. Supporting Pupils with Medical Conditions Policy. <p>Governor Question- Why does the school nurse no longer provide training for asthma and allergies to staff? Answer- This is provided by The National College.</p> <p>Governor Question- Do MSAs receive the training?</p>	



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	Answer- Yes. Governor Question- Do you have a spare EpiPen in school? Answer- No, we did have spares however they expired and there is a national shortage.	
14	Safeguarding <ul style="list-style-type: none"> There were no further comments or questions. 	
15	Any other Business Staffing <ul style="list-style-type: none"> Please refer to confidential part II meeting minutes. 	
16	2023-2024 Meeting Dates all at 5.00pm <ul style="list-style-type: none"> Thursday 16th May 2024 at 4.00pm. Tuesday 18th June 2024. 	
Meeting Closed at 7.06pm		

Actions

Action	Owner
1. Governors were asked to arrange their link governor visits for the 2024 summer term.	All
2. The headteacher and chair will arrange to meet to review the 2024-2025 budget next term.	HT, Chair
3. The chair asked governors to complete an Exclusions training course so that adequate governors are trained should an exclusions panel be required.	All
4. The headteacher and chair will discuss having a sustainability action plan in place outside of the meeting.	HT, Chair
5. There is also a requirement for a governor to complete a Cyber Security training course and GK advised that she will attend this training.	GK
6. The chair will share a poll on WhatsApp and a date will be confirmed for a governing body strategy session during the 2024 summer term.	Chair



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