



**Romsey Abbey C of E Primary School**  
**Minutes of the Full Governing Body**  
**Thursday 12<sup>th</sup> December 2024**

**Present:**

Liz Wagner (EW)  
 Alan Davies (AD)  
 Dawn James (DJ) (taking minutes in absence of Clerk)  
 Betony Bayliss (BB)  
 Robert Pears (RP)  
 Ann Turtle (AT)  
 Mark Harris (MH)  
 Jack Pearce (JP)  
 Jo Chamberlain JC  
 Thomas Wharton(TW)(joined meeting at 7.10pm)

**In Attendance:**

**Apologies:**

Michelle Close (SBM)  
 Tom Langford (DHT)  
 Victoria Bleaney: Clerk  
 Jemma Jones (JJ)  
 James Ablitt (JA)  
 Louise Innes (LI)

<b>068/25</b>	<b><u>Welcome, Prayer and Apologies</u></b>  The Headteacher opened with a prayer and the meeting commenced.	
<b>069/25</b>	<b><u>Requests for AOBs (to be notified to clerk 3 working days before the FGB – 6.00 pm 4<sup>th</sup> November 2024)</u></b>  There no requests for the meeting.	
<b>070/25</b>	<b><u>Declaration of Pecuniary Interests</u></b>  There were none.	
<b>071/25</b>	<b><u>Endorsement of Minutes from last meeting –7<sup>th</sup> November 2024</u></b>  The minutes were agreed as being a true and accurate representation of the meeting and they were signed accordingly by the Chair.	
<b>072/25</b>	<b><u>Matters arising from the minutes not covered elsewhere on the agenda</u></b>	

	<p>Hayleigh Coughlin will follow up action re Hants SEN data. This will be included in the next HT report for governors.  SBM will explore the possibility of being able to monitor whether emails from ParentMail are being opened by recipients.  TL will look further into the governor calendar link as the link does not work at present.  Parent conduct policy is now completed and will be discussed under policies.</p> <p>All other actions had been completed or were due for discussion at the meeting.</p>	HT  SBM  TL
<b>073/25</b>	<p><b><u>Clerks Update</u></b></p> <p>There was nothing to report.</p>	
<b>074/25</b>	<p><b><u>Headteachers Update</u></b></p> <ul style="list-style-type: none"> <li>• 210 on roll for start of January.</li> <li>• YR for 2025 – applications for Year R are going well which is very pleasing for the low birth year.</li> <li>• <a href="#">A governor asked where the few spaces are in the school.</a> Y1 and Y2 both have spaces.</li> <li>• Attendance – There has been a lot of illness in Autumn 2 with a longer recovery period than usual. Staff have also been affected. The school is just above national average for attendance at the moment.</li> <li>• <a href="#">A governor asked about attendance on flu vaccine day.</a> Attendance had been low and parents have been asked by Health Service to take their children to the nearest place for the vaccine. There was concern as to whether parents were able to follow this up as the options were out of area.</li> <li>• Persistent absence – Children whose attendance is below 90% are being consistently followed up by members of SLT. This includes phone calls and house visits. Early help hub is used where appropriate. <a href="#">Governor asked if these actions have had an effect.</a> HT feels this has ensured that the children concerned are back in school more quickly and is working hard to build up partnership with the parents concerned. It was recognised that this was all taking time for SLT but governors recognise the benefits and thanked staff involved.</li> <li>• FFT have sent Attendance certificates to the school for being in the top 25% of all FFT Primary Schools for last year and for being in the top 10% of similar PP schools. Governors congratulated the school on its tenacity on attendance.</li> <li>• Safeguarding - currently 3 children are on Child Protection plans. One child is a Looked After Child whose case involves multiagency meetings. The school is working closely with the assigned social worker.</li> </ul>	

	<ul style="list-style-type: none"><li>• Safeguarding training – HT continues to send staff weekly safeguarding update emails</li><li>• HT has attended training on Child on Parent abuse. The school is receiving more disclosures from parents than before on children behaving aggressively within the home. However, there is still a barrier to parents disclosing such information. The school is signposting parenting courses through the family support network. The school is looking at de-escalation strategies and verbal strategies to use effectively.</li><li>• The staff are TEAM Teach trained. A new member of staff will train in January. <a href="#">A governor asked why this training was necessary in a small school.</a> HT said it was important for staff to have a consistent approach and to protect themselves. In addition the HT explained that the number of children on EHCPs is increasing and there is a correlation between this and those exhibiting challenging behaviour. There is currently more in the media about the difficulties of dealing with behaviour in schools. <a href="#">A governor asked if there was an expectation that supply staff would be trained.</a> HT explained that trained staff would support supply staff as and when required.</li><li>• Curriculum – The two nativity performances by EYFS and KS1 had been very well attended and received. JP, BB EW and DJ had all attended and agreed that it had been a delight to watch. It was noted that all children had had the opportunity to take part and that TAs were really supporting those with SEN. Governors sent their thanks to all staff involved in putting on the performance.</li><li>• Year R had recently been on a very successful trip to the Mast Theatre. This had been made accessible to as many children as possible with one attending with the parent as a result of the risk assessment for the trip and another was supported in school with agreement from parent as not yet ready for a trip out of school. BB attended the trip and reported that the play was age appropriate and Year R had benefited from the trip.</li><li>• Year 1 went to Milestones Toy Museum which was also a very positive experience.</li><li>• Oracy has become a huge focus in the education world as the need for building oracy is becoming more apparent. Mrs Goodman – Speech and language leader is leading on this.</li><li>• HT reported that recently the staff had some strong CPD. The English curriculum is being looked at to drive forward standards of speaking and listening. Oracy opportunities are being built into the timetable. Next week a reading aloud competition is being held in school to promote the skill.</li><li>• Behaviour curriculum. SLT are developing a behaviour curriculum map on how we talk in school. This is what we expect behaviour in school to sound like with a focus on respectful language.</li></ul>	
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	<p>Encouraging children to use full sentences rather than making demands. Staff are being asked to model correct language day by day. <a href="#">A governor asked if the school put a focus on pronunciation.</a> The HT said that this is picked up tightly in phonics and plays a key part in saying sounds correctly. Interventions are in place for those who need extra support with speaking and listening. Children on SEN are more likely to have speaking and listening as a focus on their programmes.</p> <ul style="list-style-type: none"> <li>• Oral rehearsal is being brought to writing with precision teaching on sentence structure.</li> <li>• Pupil progress meetings in the final week of term will have a strong focus on particular target children. Teachers will be asked to demonstrate how gaps are being closed for PP children and there will also be a discussion about the children who have the potential to reach greater depth.</li> <li>• HT has been carrying out monitoring in class each week holding teachers to account on the targets that have been set. This will also form part of the pupil progress meetings and reported next meeting .</li> <li>• Staffing – A half term long staff absence was discussed. With school support the member of staff is set to return in January. The governors have sent a card to the member of staff concerned.</li> <li>• A teacher has requested to reduce from 5 days to 4. This has been agreed and should help with this teacher’s attendance. The school is following the absence policy for staff robustly with support from EPS.</li> <li>• Two TA interviews have been held recently with both candidates appointed. One had previously been a TA in school and will be returning after a 4 year gap following the birth of their child. One newly appointed TA will work for two days per week. The other will be taking up a 30 hour a week post subject to safeguarding checks and references.</li> <li>• <a href="#">A governor asked if the behaviour maps were working and could they go onto the website for parents.</a> HT explained that the maps provide consistency of practice and are referred to by staff. He would look at putting them onto the website.</li> <li>• <a href="#">A governor asked what oracy meant.</a> It is a term for speaking and listening.</li> <li>• LI is directing a pantomime for staff for all children at the end of term.</li> <li>• SBM is looking into a sustainability action plan and waste management plan which will be shared at the next FGB meeting.</li> </ul>	<p>DJ</p> <p>HT</p> <p>SBM</p>
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<p><b>078/25</b></p>	<p><b>Behaviour</b></p> <ul style="list-style-type: none"> <li>• DJ and AT met with the school council re behaviour and DJ monitored lunchtime behaviour. (See Behaviour Monitoring Governor Report December 2024.)</li> <li>• <a href="#">Question – How is model behaviour rewarded?</a> Teaching is built on praise and recognition for good behaviour. Marbles in the jar etc are used to recognise team effort in classes. The Footsteps role model award is used to recognise excellent behaviour day in day out by an individual. A governor asked if this also happened in Year R. HT is following this up.HT gives stickers for good work.</li> <li>• <a href="#">Question – how is behaviour taught?</a> The HT explained that behaviour curriculum maps are proving to be effective and aid children to identify which part of the curriculum behaviour map they are finding tricky. This has enabled staff to focus on these tricky areas with the child. Each time a new curriculum behaviour map is introduced it enables the other curriculum behaviour maps to be reinforced.</li> </ul>	
<p><b>079/25</b></p>	<p><b>Premises and Health and safety</b></p> <ul style="list-style-type: none"> <li>• JJ has carried out health and safety report and found the site to be safe and secure. ( See H&amp;S Governor Monitoring Report Autumn 2024)</li> <li>• HT carried out a health and safety survey with the School Council and Eco Warriors . They were asked what the best things about being a pupil at the school and whether they felt safe at school. (see School Leadership Pupil Conferencing Report December 24). There were no major actions to follow up.</li> </ul>	
<p><b>080/25</b></p>	<p><b>Ethos</b></p> <ul style="list-style-type: none"> <li>• HT had carried out a spiritual development self-assessment survey with KS2 in Autumn 2024 – (see HT report Spiritual Development Self-Assessment Autumn 2024.) The children had to reflect on each question with a rating out of 10. Those on the SEN regularly gave a higher rating than non-SEN children. The focus will now be on Open Minds to further develop the skill of disagreeing well. Another possible development could be to look at Philosophy for Children with a focus on speaking and listening thinking deeply debating skills.</li> <li>• <a href="#">TW reflected on collective worship focusing on habits of mind and asked if the four spiritual categories were reinforced in class.</a> HT explained that the learning journeys for each unit of work have a focus on these areas as does the end of day Flexi pause. The children are given a core question to follow up after worship.</li> </ul>	

	<ul style="list-style-type: none"> <li>• TW reported that it had been good to see the school represented at the Romsey Remembrance Service.</li> <li>• <a href="#">A governor asked if there are opportunities for staff to develop spiritually</a>. HT explained that there is CPD for RE. Meetings for staff start with a prayer and prayers are included in the weekly bulletin. Staff have the opportunity to join in with the prayer group two times per week and collective worship is aimed at staff as well as children.</li> </ul>	
081/25	<p><b>Pupil Premium</b></p> <ul style="list-style-type: none"> <li>• Already discussed in previous reports</li> </ul>	
082/25	<p><b>Pupil Progress</b></p> <ul style="list-style-type: none"> <li>• Pupil progress meetings will be held next week. DJ to attend.</li> </ul>	
083/25	<p><b>EYFS</b></p> <ul style="list-style-type: none"> <li>• AT to carry out monitoring visit next week.</li> </ul>	
084/25	<p><b>Safeguarding</b></p> <p>EW and DJ carry out termly monitoring. EW and DJ had attended a Serious Case Review. (See Governor Safeguarding report Autumn 2024.)</p> <ul style="list-style-type: none"> <li>• As a result of discussion with SBM, lanyards have been ordered for visitors. Those without a DBS will have a red lanyard denoting that they should always be accompanied by an adult in school.</li> <li>• Adult helpers will wear the lanyards on school trips.</li> </ul>	
085/25	<p><b>Finance and Sports Premium</b></p> <ul style="list-style-type: none"> <li>• Revision of annual budget has taken place and as such not much variance is to be expected.</li> <li>• AD explained that there are two budget reports – the summary and the detail</li> <li>• This budget report shows expenditure for 7/12 of the year. (See Budget monitoring 2024-25)</li> <li>• Staffing costs are currently below budget due to timing of the pay rise. (See Governor Budget Monitoring Q and A report AD and SBM)</li> <li>• The pay committee chaired by RP has met to review the pay recommendations for teaching staff, support staff and HT. All pay recommendations have been approved by the committee.</li> <li>• There has been expenditure on the play park area as requested by the School Council. This incorporates a swing and a slide and will encourage physical activity. The equipment has been deliberately designed to support physical development of SEND pupils. The children have enjoyed watching it go up and the plan is for it to be completed and used by the end of term.</li> </ul>	

<p><b>086/25</b></p>	<p><b>Mental Health and Well being</b></p> <ul style="list-style-type: none"> <li>• BB reported on the wellbeing survey which contains a summary of responses from KS1 and KS2 – (See Pupil Wellbeing Survey October 24)</li> <li>• There is an increase in the number of children reporting to be happy in school.</li> <li>• 45% of pupils say they have been bullied in school. This high percentage could be down to the interpretation that children are putting on bullying – staff continue to remind pupils about the definition of bullying.</li> <li>• <a href="#">A governor asked if there were plans on how to improve upon some of the responses in the future.</a> HT said that the focus on behaviour curriculum maps and the teaching of behaviour should help. The outcome of Anti bullying week had been very encouraging and perhaps it would be useful to delay the survey until after such a week next year.</li> </ul>	
<p><b>087/25</b></p>	<p><b>Leadership and management</b></p> <ul style="list-style-type: none"> <li>• JA carried out governor monitoring on IT systems and Cyber Security in November with a focus on Internet Filtering and Monitoring, Online safety review, replacement planning and the Disaster Recovery plan. (see IT Systems and Cyber Security Governor Monitoring Report November 2024)</li> <li>• As a result of the monitoring SLT will consider if TL requires a staff deputy IT monitor if TL is absent from school.</li> <li>• JA has also carried out monitoring visit on Leadership and Management to review the impact of training and CPD on the planning and implementation of improvements in Phonics, to review the provision and impact of coaching and to discuss any specific changes put in place this term to support disadvantaged and SEND children. (See Leadership and Management Governor Monitoring report November 2024)</li> <li>• It was noted by governors that the Phonics findings correlate very well with the curriculum governor monitoring of phonics.</li> </ul>	
<p><b>088/25</b></p>	<p><b>Communication and Marketing</b></p> <ul style="list-style-type: none"> <li>• JP fed back on the Governor Communication Survey which had 89 responses.</li> <li>• The outcome was extremely positive in all areas and affirmed that communications sent from the school are very well received by parents.</li> <li>• It was noted that some parents receive the information on the App but not on email. JP to action follow up from the survey. (See</li> </ul>	<p>JP</p>



	Romsey Abbey Church of England Primary School Parent Communication Survey. Autumn 2024)	
089/25	<p><b><u>Chair of Governor's Report</u></b></p> <ul style="list-style-type: none"> <li>The Autumn term Governor Monitoring schedule has been completed by all governors. Schedule will be updated to reflect this.</li> <li>CoG asked whether governors would be happy for her to set up a Governor WhatsApp group for emergency use only to enable quick communication with all if necessary. E.g. change of venue of this FGB meeting. This was agreed by all present. CoG will follow this up with those not present.</li> </ul>	EW  EW
090/25	<p><b><u>Policy Reviews</u></b></p> <ul style="list-style-type: none"> <li>The Admissions Policy for 2026 has been amended as suggested at the November FGB meeting i.e. only one change: Children of staff have been moved up one category. This Policy is now out for consultation as is required by Government legislation.</li> <li>Code of Conduct Policy and Whistleblower Policy have been reviewed and updated by SLT. The updated Disaster Recovery policy is being reviewed by SLT.</li> <li>The Romsey Partnership Parent Code of Conduct policy has been sent out to all parents. There has been no feedback from parents but HT feels that having it has made the more tricky conversations with parents easier.</li> <li>A governor asked if there had been any further thoughts about a mobile phone policy? HT reported that to date there had not further discussion but this was a area that could be discussed at School Council.</li> <li></li> </ul>	SBM       HT
091/25	<p><b><u>Any Other Notified Business</u></b></p> <p>None</p>	
092/25	<p><b><u>Impact Statement</u></b></p> <ul style="list-style-type: none"> <li>A great deal of effective governor monitoring has taken place during the Autumn term based on the SIP.</li> <li>Questions arising from the monitoring were answered in detail by HT and governors appreciated the clarity in which matters arising from governor monitoring visits were clarified.</li> <li>Various reports triangulated each other supporting the work happening in school.</li> </ul>	

	<ul style="list-style-type: none"><li>• Attendance is being robustly followed up with positive outcomes.</li><li>• The behaviour curriculum maps are proving to be effective.</li><li>• Oracy is being incorporated fully into the curriculum to enable speaking and listening skills to develop.</li><li>• Results from the surveys indicate that pupils are positive about their learning and that parents feel informed about their child's learning.</li><li>• Spiritual development is being monitored and the Nativity performances have been very well attended and received.</li></ul>	
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Meeting closed at 8.32pm

Date of next FGB Meetings:

**6.00 pm – 8.30 pm**

Thursday 30<sup>th</sup> January 2025  
Thursday 27<sup>th</sup> February 2025  
Thursday 27<sup>th</sup> March 2025  
Thursday 8<sup>th</sup> May 2025  
Thursday 12<sup>th</sup> June 2025  
Thursday 17<sup>th</sup> July 2025