



**Romsey Abbey C of E Primary School  
Minutes of the Full Governing Body Meeting  
Monday 15<sup>th</sup> July 2024**

**Present**

Liz Wagner (Chair)  
 Mark Harris (Head)  
 James Ablitt (JA)  
 Dawn James (DJ)  
 Adam Smith (AS)  
 Alan Davies (AD)  
 Tom Langford (DHT)  
 Kathryn Sessions (KS)  
 Jemma Jones (JJ)  
 Betony Bayliss (BB)  
 Ann Turtle (AT)  
 Robert Pears (RP)

**Apologies**

Jack Pearce (JP)  
 Thomas Wharton (TW)

**In attendance**

Victoria Bleaney (Clerk)

262/24	<b><u>Welcome, Prayer and Apologies</u></b>	
	The Head opened the meeting with a prayer and the meeting commenced.	
263/24	<b><u>Requests for AOBs (to be notified to clerk 3 working days before the FGB – 6.00 pm 10<sup>th</sup> July 2024)</u></b>	
	There were none.	
264/24	<b><u>Declaration of Pecuniary Interests</u></b>	
	There were none.	
265/24	<b><u>Endorsement of Minutes from last meeting – June 2024 (in Dropbox)</u></b>	
	The minutes were agreed as being a true and accurate representation of the meeting and were signed accordingly by the Chair.	

Signed.....

Date:.....

266/24	<p><b><u>Matters arising from the minutes not covered elsewhere on the agenda</u></b></p> <p>The glossary of terms had been added to Google Drive/Governors/Glossary of terms for all governors to access as required.</p> <p>Following the discussion regarding alcohol being sold in the school it was stressed that this is always at the discretion of the Headteacher. The SBM had confirmed that there was a TENS in place for the school Fair. The Headteacher chose not to allow alcohol at the PTFA family picnic and this had been accepted by the PTFA.</p> <p>The suggested amendments to the Home School Agreement had been received and the document would be updated. A Governor asked if parents would need to sign the agreement and it was confirmed they would and staff would chase any parents who had not signed it.</p> <p>All other actions had been completed or were due for discussion at the meeting.</p>	
267/24	<p><b><u>Clerks Update</u></b></p> <p>There was nothing to report.</p>	
268/24	<p><b><u>Headteachers Verbal Update</u></b></p> <p>There were 205 children on roll at the time of the meeting with 206 projected for September.</p> <p>Attendance was 95.5% which was 1.2% higher than the NA and the Fischer Family Trust data had been shared with governors. Holidays were still being requested by parents but not being authorised by the school. 3 families would be issued with fines. The school had 9% PA and it was anticipated this would decrease by the end of the year. Year 1 were the only year above NA for PA although there had been individual improvements seen in the Year 1 cohort this year. The school had received FFT certificates for being in the top 10% of similar schools and top 10% of all schools for attendance in the spring term. Whilst it was nice to be recognized the Head explained it is the school's role to improve even further.</p> <p>Since the last meeting, there had been no suspensions and no children were on reduced hours timetables of accessing alternative provision.</p> <p>There had been 3 inter-agencies referrals since the last FGB meeting. There were 2 children with Early Help Support and there had been 2 closed cases. There was one LAC pupil and staff were supporting the transition of another LAC pupil.</p> <p>A safeguarding folder had been created on Googledrive for this meeting which held the safeguarding action plan, the monitoring and evaluation</p>	

calendar and the web filtering monitoring report. Staff CPD and staff understanding survey evaluation document had also been shared. Staff could be identified by SLT from survey and so the Headteacher would support and address any misunderstanding or missing knowledge. Staff CPD evaluation responses were shown on the document, there had been an average score of 9.1 for how helpful and relevant staff training had been. It was commented that it looked like staff were feeling more confident and the Headteacher confirmed they were and he had no concerns regarding the CPD and staff knowledge on Safeguarding.

**A Governor enquired as to what TED meant and it was explained it stands for Tell, Explain, Describe.**

**A Governor asked what a CTPSE Officer was and they were the Counter Terrorism Police South East Officer who worked within the PREVENT team.**

**A Governor asked if admin staff receive the training. The Headteacher confirmed that they do and they will be involved in the staff safeguarding conferencing next year and are already included in staff safeguarding surveys.**

TL explained about the Web filtering report which had been included in the documents for the meeting. There will be some false alarms. **A governor asked how time consuming this was.** DHT explained that there is an average of 10ish alerts a day and he is able to cope with this number. **A governor asked if there was a noticeable increase following PSHE lessons or lessons involving sex education.** DHT explained that if the pupils have been working on a laptop in a lesson then an alert may pop up but the pupils have very restricted access on the laptops so this is not usual. **A Governor asked if supply teachers have IT access.** DHT explained that supply teachers do have access and the same monitoring filters are in place. There are no concerns with supply teachers and the children searching for things. **A Governor asked if there is anything worrying what would you do?** The DHT explained that he would contact the HT and parents would be contacted. The children are aware they are being monitored. Ipads are not web monitored and so the children are not allowed to access the web for this reason on iPads for this reason. The iPads are specifically used for learning programmes via apps, cameras etc.

The HT and Chair reported on the recent National Church's training on antibullying, it affirmed the importance of our anti bullying week and all our policies and work with safeguarding which includes antibullying.

Staff have completed training with the educational psychologist on executive functioning skills. Example of executive skills are:- organisation, emotional response, resilience, being able to process and order. For some children these skills are not as developed and can make school harder. The SIP next year will have an area on how to teach and equip children with these skills. This training was part of the SLA with the educational psychologist.

2 EHCPs have been submitted for September with another 1 or 2 expected to be submitted in September.

An "Around the World Day" focussed on Australia will be held tomorrow and a local artist workshop on aboriginal art and culture will be held for the children.

Bastille Day was held last week and looked at the celebrations on aspects of life in France on Bastille day including military parades and celebrations. There had been some lovely questions around the day and children started making comparisons about customs in other countries. Year 6 pupils also used their language skills to have a short discussion in French.

A summary of KS2 results had been shared with Governors on the day the results were published. The results were really pleasing with combined expected attainment 5% higher than the NA and this is a fantastic result. Combined greater depth is 16% which is also projected to be 8% higher than NA. Reading was a huge improvement on last year and grammar was now in line with the NA. Maths was slightly lower but this had been predicted and was 1% lower than the NA, this was felt to be very positive and when looking at individual children this represents incredible progress for some which is very encouraging. The pupils who joined the school since year 3 (8 pupils) reached 62% meeting expected in writing, PP who joined in or since year 3 were 33% expected in writing. Those who joined in year R, 1 or 2 were higher. EAL results were very strong for this cohort.

Provisions and actions to support this cohort who were also arguably the most effected by Covid were outlined in the report, the levels of support have been intense and targeted. Chair commented that the results were testament to the leadership of the HT and his tenacity to support all pupils to make expected progress or above. Thanks to be passed on to all the staff involved in Y6 for their hard work. There was a child within the cohort that could have been permanently excluded during Y5 and yet, with the excellent support this child received from the school, they have been able to remain in school and achieve better than expected SATS results. Governors thanked the school for their report and for all the support and interventions for the children, an incredible amount of hard work has been put in place for the individuals. The Head gave full credit to the Year 6 team for their relentless positivity and support. **A governor asked how many of the interventions would it be likely to repeat in future cohorts.** It was explained the needs would not be as great but there is a full menu of interventions to be used which have been successful with the current y6 that would be used and lots of good mechanisms are already in place now with future cohorts. **A Governor asked about progress measures and the DHT explained that these wouldn't be received until Autumn 2024 and the data would be based on year R data and we know their progress will be significant from this, particularly in Reading and Writing.** Insight will be able to forecast progress and it was expected Maths to be lower than English

and Reading. Governors expressed how they had confidence in staff knowledge and their predictions which were accurate.

**A governor asked if SLT had evaluated what worked well with Y6 to ensure this was passed on to the new Y6 teacher.** HT explained that systems are in place to ensure continuity. **A Governor asked if there anything from the success of the current Y6 that can be used in other year groups.** The HT explained that some strategies can be easily replicated such as the after school boosters and we have built in the capacity into the staffing structures for the boosters. **A Governor asked if the Easter booster was an open invitation.** The HT replied that this was open to all and the uptake was about 50% of pupils each day. Many of those who did not attend had worked on revision at home. The last 7 strategies on the list are being used across the school and these could be explored in Governors Deep Dives.

Y4 Multiplication check results were lower than hoped but the HT felt that these results could be explained. Predicted NA for full marks was 34%. HT explained that conversations with the Maths lead have been held to help close the gap in the future, those with 23 marks plus were stronger but it is felt that it was confidence in the tests that caused them not to get full marks. Confidence can be boosted as shown by Year 6s SATS . The SIP will address the recall of key number facts across the school including times tables for the multiplication tests.

KS1 data shows teacher assessment is very strong and optional SATS tests were used to inform the results.

Year 1 Phonics results were 72% which was predicted. 7 children were not predicted to reach expected level which includes pupils with very high needs. limited prior schooling and poor attendance. Further support for these pupils is and will continue to be provided for these children as they move to Year 2. Very strong current Year R cohort and it is expected they would be at NA or higher next year.

EYFS data is teacher assessed and is positive and is where previous data reviews have predicted it would be. Governors commented the colour moving from red to green across the years on the Insight data sheets is very impressive and shows significant improvement. Has this been shared with staff, yes and they understand the strategies open for use.

The science result is slightly lower than predicted. **A governor asked if there anything being done for science in KS2.** The HT explained that this isn't a school picture and KS1 is stronger and staff were aware this area not as strong and this was due to missing topics due to Covid, this meant we had to catch up and teach new topics at the same time. The science is teacher assessed. **A Governor asked how our results compare with other local schools.** The HT explained that we currently do not have local results and these will be published around November.

	Sincere thanks from FGB was given to KS and CH as Y6 class teachers, it was hoped they felt proud of themselves and the pupils.	
269/24	<p><b><u>Staff Governor Update</u></b></p> <p>This would be the last meeting for KS before she commenced her maternity leave and thanks was given for her role. Her successor would be Louise Innes who would be welcomed in September.</p> <p>Governors would donate some goodies to the staffroom for the last day of term.</p>	
270/24	<p><b><u>Lead Governor Reports (inc visits)</u></b></p> <p><b><u>Mental Health and Wellbeing</u></b> All Governors continued to discuss the wellbeing of staff and it was agreed morale was high within the school.</p> <p>The Mental Health Support team had accepted 2 referrals and 4 further referrals had been made and accepted. The team would be invited to the October FGB meeting.</p>	DHT
271/24	<p><b><u>Leadership and Management inc. IT Systems, GDPR and cyber security</u></b> IT arrangements and expectations for Governors had been explored and drafted. These would be shared and added to the induction policy.</p>	JA
272/24	<p><b><u>Communication</u></b></p> <p>a. Media b. Marketing</p> <p>Questions to parents regarding communications had been drafted and this would be circulated to Governors for the next term.</p>	Chair/Agenda
273/24	<p><b><u>Development and Training</u></b></p> <ul style="list-style-type: none"> <li>• Governor training</li> </ul> <p>The new induction policy had been worked through with BB as the newest governor and it was reported that the policy was considered to be comprehensive and BB felt fully supported by the induction. Hampshire Governor Services had not confirmed BB's appointment but once the welcome email had been received she would be able to book training etc.</p> <p>DJ to ask the SBM to standardise this policy with school logo etc.</p> <p>It was asked that the Governor training policy was read by all governors and comments sent to DJ and the Chair. The policy states the expectation of termly training and Governors felt this was too much as there would be more training than meetings. Chair, DJ and JA would meet to adapt the policy. <b>A Governor asked if there would there be</b></p>	DJ  All

	<p><b>extra burden to the staff governors in adopting this policy and it was explained that staff governors were welcome to attend training but they were not expected to as they have in school CPD.</b> It was felt the current FGB had a good breadth of experience through professional expertise and governor training. The monitoring and meetings also gave an opportunity to expand skills. Governors agreed that the expected amount of training needed to be realistic and not be too time consuming for governors who are all volunteers.</p> <p>DJ to share SEND webinar notes, it was reported that she felt very reassured by what the school was doing for those with functional skills needs. JJ attended the session on Understanding and Identifying Neglect. It was reported as being an interesting session and the slides had been shared on the Googledrive. The next session would look at cumulative harm. <b>A Governor enquired as to how this would be followed up with monitoring and it was agreed this would need some discussion next term.</b></p> <p>It was agreed to discuss WGB training at the September meeting following the LLPR visit on Monday 16<sup>th</sup> September, SIP and possibly Ofsted.</p>	<p>DJ</p> <p>Agenda</p>
<p>274/24</p>	<p><u>Curriculum</u></p> <p>DJ added to her written report by explaining that she had visited every class to look at adaptive teaching and how the children feel involved and valued in the lesson. Behaviour was good in each class and children were on task which showed the good level of adaptive teaching. Live and focussed feedback was working well. The SENDCo was following up any classes where this was not fully implemented. The FGB was informed that the Headteacher was able to use the monitoring reports in his Heads PM meeting which was very positive.</p> <p><b>A Governor asked what plans were in place to further develop strategies next year and the Headteacher explained there would be further development of adaptive teaching being built on in line with the SIP.</b></p>	
<p>275/24</p>	<p><u>Behaviour</u></p> <p>As above.</p>	
<p>276/24</p>	<p><u>Premises and Health &amp; Safety</u></p> <p>From the last meeting the Chair reminded governors that in her last H&amp;S report there had been concerns over the open windows(at child head height) at the side of the school and this had been actioned by adding some planters to stop children walking under the window when they were open</p>	
<p>277/24</p>	<p><u>Ethos</u></p>	

	<p>The ethos of the school had shone through within the conversations of the FGB. There would be a Year 6 service within The Abbey after their end of year performance to reflect on their time at the school.</p>	
278/24	<p><u>Pupil Premium and SEND</u>  Future agendas would include Pupil Progress, PP and SEND in one item.</p>	Agenda
279/24	<p><u>Pupil Progress</u>  Report could be found on the Googledrive and data had been discussed earlier in the meeting</p>	
280/24	<p><u>EYFS</u>  A visit to Year R would be held next week and a report would follow in September.</p>	Agenda
281/24	<p><u>Safeguarding</u>  A report had been shared prior to the meeting and <b>a Governor enquired as to what was mandatory for staff in terms of response to weekly safeguarding updates. The HT reported that, in order not to overload staff, the conferencing and quiz would remain mandatory but individual responses were not required to the weekly updates. CPOMs entries demonstrate staff understanding and application of key updates.</b> In the most recent safeguarding update it was recommended the FGB have a second lead for Safeguarding and so this would be discussed in September.</p>	Agenda
282/24	<p><u>Finance &amp; Sports Premium Update</u>  The following questions had been posed to the SBM prior to the meeting and they had been responded to as below;</p> <p><b>Day Activities (5414) looks quite high - is this just due to the timing of trips?</b> 5414 - £1,650 is for 3 coaches, as summer visits tend to be further afield and parents are not able to provide transport.</p> <p><b>Hired and Contracted Services (4861) also looks high (budget £7,500, actual after three months £6,022) - is this again just timing or is there any unbudgeted spend?</b> 4861 - This is the Wings SLA which is a one off payment for the year.</p> <p><b>Pupil Premium - I understood that payments were made in July, October, January and April, yet we haven't received anything in the year to date?</b> The Pupil Premium is due to be paid anytime now. They decided not to do indicative payments as there are always adjustments. The DFE sent it to the LA at the end of June, school will receive £94,720 which does not include service families or LAC. £165 more than expected.</p> <p>RP entered the meeting at 7.55pm</p>	



	<p>At the last meeting, responses to the Lead Governors questions had not been received and it was confirmed they had since been answered and were similar in response to the above and was due to timing.</p> <p>Unofficial Accounts –governors were reminded that this was in addition to the school budget for capital expenditure. In 2023-24 this capital funding had be used for replacing existing lighting with LEDS alongside some improvements to the Year R facilities. The £6000 carry forward at the start of the year which was held in an account by the Diocese for capital spends and the unofficial account had with £8 at the year end. Mary Dovey reviewed the accounts and had agree them. <b>A Governor asked to be reminded why the money was held outside of the main accounts and it was explained the funding streams sources for school and that as a VA school we also were expected to contribute 10% towards capital projects and that is the reason the the Diocese holds a sum in reserve for us</b> . Governors ratified and approve the accounts. It was hoped that the £6000 held by the Diocese would be used on the next large capital project which could include upgrade of the current heating system, refurbishment and secondary glazing of the windows and frames in the Grade 2 Listed building (i.e. the oldest part of the school) and for Solar Panels. The school’s energy display certificate has moved from a D to a B due to the new LED lighting.</p> <p>The School Fete had been very successful with lots of visitors and the PTA raised £9000, £2000 of which had been donated prior to the fete. Governors reported they could feel the culture of the school throughout the day of the fete and it had a lovely family feel. PTFA would be meeting with the school council with ideas for spending the money raised.</p>	
283/24	<p><b><u>Chair of Governor’s Report</u></b></p> <ul style="list-style-type: none"> <li>• Monitoring schedule</li> </ul> <p>The SBM would like experience as a Governor and it was proposed she was Co-opted in September. This was unanimously approved.</p> <p>The strategic plan would need to be reviewed. RP, Head and Chair to meet in the autumn term to review this and move forwards.</p> <p>The Hampshire Services for Schools Governor Conference would be held on 11<sup>th</sup> October 2024. Please inform DJ if you would like to attend and sign up.</p> <p>The Headteachers Interim PM meeting had been held this morning and it was reported as being a very positive experience!</p> <p><b>A Governor enquired as to whether the staff survey had been sent out and at the time of the meeting it hadn’t but the DHT agreed to send it out on the Chair’s behalf.</b></p>	<p>Chair</p> <p>RP, Head, Chair</p> <p>DHT</p>

	<p>There had not been a pay committee folder created on Google Drive and so it was agreed this would be created and DJ, RP, AT and Clerk would be given access.</p> <p>The 2023-24 monitoring plan will have dates added by the Chair to create the completed record of the FGB monitoring during the year. The Chair would also draft the new schedule for 2024-25 over the summer, all Governors were asked to email ideas for their lead areas to the Chair as it was important for triangulation. The Heads PM did highlight some areas for governor monitoring. JJ to email spirituality ideas.</p> <p>Thanks was expressed to AS for his time and good luck in the future was wished. He explained that his daughter had 2 years left in school and he reported he knew she was in the best school possible. A parent election would be held in September.</p> <p>Good luck was wished to KS for her maternity leave!</p>	<p>Chair</p> <p>All JJ</p> <p>Head/DJ/Chair</p>
284/24	<p><b><u>Policy Reviews</u></b></p> <ul style="list-style-type: none"> <li>• Governor training policy (Gov) - As above.</li> </ul>	
285/24	<p><b><u>Any Other Notified Business</u></b></p> <p>There were no other items for discussion.</p>	
286/24	<p><b><u>Impact Statement</u></b></p> <ul style="list-style-type: none"> <li>• Positive SATS results</li> <li>• Attendance certificates to school</li> <li>• Positivity expressed from curriculum reports</li> <li>• Impact the FGB monitoring has on the school</li> </ul> <p>Thanks was given to the Chair for her leadership this year.</p>	

Meeting closed at 8.19 pm

Date of next FGB Meetings:

**6.00 pm – 8.30 pm**

Thursday 26<sup>th</sup> September 2024

Thursday 7<sup>th</sup> November 2024

Thursday 12<sup>th</sup> December 2024

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

## **Actions for future agendas**

Strategic Plan review termly update

Code of Conduct update to include removal of documents from Governors laptops

WGB Training

GT801	Committee Effectiveness
GT802	Communicating with the Community
GT803	Complaints
GT804	Curriculum – Intent, Implementation and Impact in Your School
GT805	Developing Outstanding Governance
GT806	Effective Governance
GT807	Effective Questioning
GT808	Ensuring Robust Pay and Performance Decisions
GT809	Equalities
GT810	Evaluating School Policies
GT811	Evaluating and Developing Your School's Christian Character
GT812	Evaluating Spiritual, Moral, Social and Cultural Development (SMSC)
GT813	Finance
GT814	Governing Body Self Evaluation
GT815	Governors and Ofsted
GT816	The Governors' Role in School Improvement
GT817	Governors' Visits to the School
GT818	Governor Recruitment and Succession Planning
GT819	Headship Selection
GT820	Holding School Leaders to Account
GT821	Improving Attainment in Vulnerable Groups
GT822	Inclusion, Attendance and Wellbeing
GT823	Managing the Work of the Governing Body
GT824	Monitoring Behaviour
GT825	Monitoring and Evaluation
GT826	Monitoring Safeguarding in Your School
GT827	Moving the School to Good
GT828	Moving the School from Good to Outstanding
GT829	Personnel
GT830	Pupil Premium
GT831	Pupil Wellbeing and Attainment
GT832	Relationships and Sex Education and Health Education (RSHE)
GT833	Revisiting Your School's Christian Values
GT834	Risk Management in Maintained Schools
GT835	Roles and Responsibilities
GT836	Safeguarding Children
GT837	School Self Evaluation
GT838	Setting the Strategic Direction
GT839	Special Educational Needs and Disabilities
GT840	Supporting Higher Attainers
GT841	Using Your School's Data to Improve Pupil Outcomes
GT842	Working as a Team (Co-acting Styles)
GT843	Working with Parents