



**Romsey Abbey C of E Primary School  
Full Governing Body Agenda**

**To be held in the Music Room on Wednesday 22<sup>nd</sup> May 2024 at 6pm – 8.30 pm**

**Present**

Liz Wagner (Chair)  
 Mark Harris (Head)  
 James Ablitt (JA)  
 Dawn James (DJ)  
 Robert Pears (RP) 18.14  
 Jack Pearce (JP)  
 Alan Davies (AD)  
 Adam Smith (AS) 18.02  
 Ann Turtle (AT)

**Apologies**

Jemma Jones (JJ)  
 Kathryn Sessions (KS)  
 Tom Langford (DHT)  
 Thomas Wharton (TW)

**In attendance**

Victoria Bleaney (Clerk)  
 Michelle Close (SBM)

203/24	<p><b><u>Welcome, Prayer and Apologies</u></b></p> <p>The Head opened the meeting with a prayer and the meeting commenced.</p>	
204/24	<p><b><u>Requests for AOBs (to be notified to clerk 3 working days before the FGB – 6.00 pm 17<sup>th</sup> May 2024)</u></b></p> <p>AS entered the meeting 18.02</p> <p>There were no requests for other business.</p>	
205/24	<p><b><u>Declaration of Pecuniary Interests</u></b></p> <p>There were still some outstanding declarations on the register and those who were not in the meeting with outstanding areas would need to complete it as a matter of urgency.</p>	Clerk
206/24	<p><b><u>Lead Governor Update – Finance (SBM)</u></b></p> <p>The FGB welcomed the SBM to the meeting.</p>	

	<p>The approval of the annual budget 2024/2025 was required. A 3 year budget had been drafted as standard. The school had carried £136,000 forward to the new financial year (2024/25). At the end of the 3 years it was predicted that there would be a small surplus of £4,000.</p> <p>A summary of the budget had been previously shared on the Google Drive. Questions from the Lead Governor had also been shared.</p> <p>The SBM explained the amount in brackets were hoped to be reduced due to less spending. <b>It was asked whether the member of staff on long term sick would have a financial impact and it was explained it would but the SBM had built in a number of scenarios in the budget for this reason.</b></p> <p>Government claw back of payment – the SBM explained, following the last meeting she had read the report and the schools budget had been issued and paid and did not seem to be affected by the Government clawback. The LA budget share married up to the budget the school had received which showed positive triangulation for this issue.</p> <p><b>A Governor enquired as to what the buildings alterations referred to and they were informed it was the window replacements to have them secondary glazed and for installation, the project also included an improved heating system.</b></p> <p>RP entered the meeting at 18.14</p> <p>Grants were being sought for this and solar panels were still being explored. There had been a parent who had been in contact with the SBM who ran a solar panel company and so this would also be explored. Updates would be given as soon as they were available.</p> <p>The Governors unanimously approved the 2024/2025 budget. It was signed by the Chair and a copy would be sent to the LA by the SBM.</p> <p>Governors thanked the SBM and the Head for their budget planning and governors commented that staffing was impressive for the year.</p> <p>The SBM left the meeting at 18.20.</p>	
207/24	<p><b><u>Endorsement of Minutes from last meeting – April 2024 (in Dropbox)</u></b></p> <p>Pg 4 action for staff should be Head</p> <p>With the above amendment the minutes were agreed as being a true and accurate representation of the meeting and would be signed by the Chair.</p>	
208/24	<p><b><u>Matters arising from the minutes not covered elsewhere on the agenda</u></b></p>	

	<p>DJ oversaw the administration of the Year 6 SATS and staff should be commended on how well prepared the children were, how, within the guideline, the children were supported and how well the tests was carried out.</p> <p>All observations showed awareness of the process and how securely everything had been planned. Childrens behaviour was exemplary and should be commended. The Year 6 teacher was upbeat and supportive of the children.</p> <p>The mock SATS in March really helped with this and the school values shone through. The Head should be congratulated on his work and planning. Feedback had been received from parents and children who were pleased with how calm and happy they were.</p> <p>AS attended Sports Day on Friday, it was high energy and very positive. JP reported it felt cohesive and positive.</p> <p>The SEF had been reviewed and the Head was asked for Parent Survey results to be included to show positive comments and improvements. The Head explained this information would be available to Ofsted but may not be included in the SEF due to keeping the document a manageable size.</p> <p>The website audit had been completed, there were no new requirements since the last audit. Some actions had been completed although Governor Interests were still outstanding.</p> <p>The Clerk was asked to resend the Chair 360 Survey and it was important that all governors complete this.</p> <p>A prospective LA governor had completed the application form which had been sent off and it was hoped she could join the next meeting. A parent governor request would be sent out in September once we say goodbye and thank you to AS at the end of the academic year.</p> <p>The Head would be arranging a meeting with Heads of other local CoE schools to discuss academisation.</p> <p>Governor training would be discussed in the June meeting.</p> <p>All other actions had been completed or would be raised during agenda items at the meeting.</p>	<p>Head</p> <p>Agenda</p>
209/24	<p><b><u>Clerks Update</u></b></p> <p>There was nothing further to update.</p>	
210/24	<p><b><u>Headteachers Update</u></b></p> <p>The Headteacher had shared his written report prior to the meeting. At the time of the meeting there were 208 on roll with 3 children returning back to</p>	

overseas. This would open up spaces to the waiting list. **A Governor asked if the parents on the waiting list know and at the time of the meeting they didn't as the spaces couldn't be offered until June in readiness for September. A Governor then enquired as to whether the spaces on the waiting list get allocated on position and it was confirmed it was on criteria as set out in the Admissions Policy.**

Attendance reports had been shared prior to the meeting, generally the school was above the NA for attendance. PA attendance was 10% and the school was always exploring ways to decrease this to below 10%. There was a pattern of absence in week 15 and week 30 for a stomach bug as well as holidays taken. 45 days absence had been taken in holidays so far this year and **a Governor asked if this was abnormal, the Head confirmed it was higher than usual. A Governor then enquired as to whether the fine was set by the Government and it was confirmed it was.**

Governors discussed a holiday allowance which would help with the attendance figures **and asked if there was an incentive for better attendance. The Headteacher explained he shared attendance data with parents and had open and frank conversations with families.** In previous years there had incentives for attendance but this was not felt as being inclusive on those who were genuinely ill. Classes do celebrate class attendance weekly and all staff work very hard on improving attendance, there was a lot of evidence to show individual improvements. The Head explained there was a good narrative to run alongside the data to explain the situation. The school received FFT attendance awards in the Spring and Autumn. Governors felt the school positively obsessed and prioritised this matter – which is exactly as it should be

**The Headteacher was asked when were the SATS results released and it was confirmed as being on 9<sup>th</sup> July at 7.30 am.**

**A Governor enquired as to how CPD attended by a member of staff was shared amongst all staff. This would be done at after school workshops on a Monday where time was allocated to share the information.** Staff also email colleagues and drip fed information in manageable loads to help with a positive work load. JA spoke to Maths Lead who confirmed the triangulation of this.

**The Headteacher was asked which celebration days would be held next and Australia would be held in Summer 2. India would be held in Autumn 1 which would tie into Diwali. A good response had been received from parents and a Brazilian day would be held next year which would help support the growing number of Brazilian children joining the school.**

A staff team had been entered into the Romsey Marathon who finished 19 out of 149. This was a fundraising event and very positive.

EPS continue to support the school with strategies regarding the member of staff on long term sick. Data showed 34 members of staff in the school and 55 days absence which represented 5% absence. As a small school the absence

would take a large toll on a daily absence and so thanks was offered to the Head for managing this so well.

**A Governor asked if there was a behaviour report for May and it had been shared prior to the meeting.** Actions implemented since the last meeting were shown on the last page and this included widening categories to include more detail and information. Some of the children find transition back to school hard and increased supervision would be offered to help support this. **A Governor enquired as to why “non respectful” incidents were higher in May, these incidents were mainly in Year 6 and were related to those who were nervous about the SATS and needed access arrangements. A Governor then asked what constitutes a red incident and the Headteacher explained it was a behaviour which stopped them or others from learning. It was then asked why the incidents were lower during intervention times than other times and it was explained that this showed the interventions were well matched to the children’s needs and the arrangements were engaging.**

**A Governor questioned whether the Year 6 suspensions were the same child or different ones and the Headteacher explained it had been the same child and they had shown a successful and positive change as their last suspension had been in January and this was due to a number of interventions and support.**

The Chair carried out a monitoring visit on a Friday and the whole school was well engaged, even in sports wear on a Friday the class engagement was still excellent.

**A Governor enquired as to whether there had been any impact from the Roving Reporter and this had just been launched and one child had gone through the process, it was reported the child had appreciated the process.**

A highly detailed SEND report had been shared prior to the meeting. It was stressed governors shouldn’t be concerned about the red boxes as the child was on the SEND register. **A Governor questioned whether more Ed Psy time was required and the Head explained they had a consistent number of days they could access which was part of the SLA.**

The Head explained that currently the support equalled the need and should this increase the SENDCo would fill this alongside the TA’s.

Pupil Progress meetings and SEND children were discussed, successful and unsuccessful interventions were discussed during the meetings and plans to move forwards were put in place. Meetings were dynamic and offered flexibility for the children.

**An accident had happened on the decking and a Governor asked if there was anything that needed actioning. The Head explained that this was**

	<p><b>reviewed at the time of the accident and there was no need for further action as it had been a genuine accident.</b></p> <p>Year R parents evening had been held and it was very successful with a positive introduction to the school. <b>It was thought about half the parents were represented and the Headteacher was asked if staff would follow up on those who could not attend and it was confirmed they would.</b></p> <p>Governors were in attendance and parents reported staff exuded confidence.</p> <p><b>It was asked whether RAPS had a lockdown process and drills and the Headteacher confirmed they had previously held drills and this would be carried out in the new academic year. Those with access needs would be supported as necessary.</b></p>	
211/24	<p><b><u>Staff Governor Update</u></b></p> <p>Staff were ready for half term and the Year 6 team in particular. PPA time was well used. Report writing was highlighted as time consuming and the time which would normally have been a staff meeting had been dedicated to writing reports and Governors were pleased this time was offered.</p>	
212/24	<p><b><u>Lead Governor Reports (inc visits)</u></b></p> <p><b>Safeguarding</b> The SCR was up to date this is discussed at the fortnightly meeting between the Chair and SBM. Safer recruitment procedures had been precisely followed for all new starters. CPOMMS audit would be carried out. Governors were asked to report on Safeguarding during Governor visits on the monitoring proforma. Governors were reminded that any concerns should be reported to the Head(DSL) or deputy DSL's, if there is a concern about the Head then the Chair of Governors should be contacted.</p>	All
213/24	<p><b>Sports Premium Update</b> The amount was in-line with spends and the strategy was in the process of being written.</p>	
214/24	<p><b>Mental Health and Wellbeing</b> Staff Wellbeing was shared in the Heads report and the GB discussed Year 6 well-being during SATS. It was suggested a well-being section could be added to the monitoring reports. Dentaid visited Year R, 1, 2 and 3 and a toothbrush had been given to the children. The speaker was engaging with the children.</p>	
215/24	<p><b>Leadership and Management</b></p>	

216/24	<p>JA reported on his meeting with a Subject lead today and a report would be written for the next meeting.</p> <p><b>Communication</b>  <b>A Governor questioned whether the banners were in place ready for September and it was reported that a new banner was being sought and the Chair would discuss this with the SBM. It was then asked whether the school issued a regular item to the community and it was explained that they used to have a weekly piece in the Romsey Advertiser but the space in the paper (Chalk and Talk) was no longer available. Social media was well used and it was suggested Youtube could be utilised for story reading, tours, gardening info from the gardener who works with the students , worship etc. It was then asked whether information pamphlets for new families moving to the area were issued and it was explained there was not as they had not been welcomed by local estate agents but flyers go to all the pre-schools</b></p>	<p>Agenda</p> <p>Chair</p>
217/24	<p><b>Development and Training</b>          Chairs 360 review: Clerk to remail the link and Governors who had not completed the survey were asked to do so by 31<sup>st</sup> May.</p> <p>An example Governor training policy had been received and this would be reviewed and brought to the next meeting.</p> <p>Discussed training and individual Governors were asked to ensure they understood finance and should attend the training.</p>	<p>All</p> <p>Agenda</p>
218/24	<p><b>Curriculum</b>          DJ reported that writing and geography deep dives were carried out. Very impressed with preparation from subject leaders and how staff explained end goals and provision for SEND children. 5 classes were visited and all were engaged in their writing. Lovely to see the triangulation of what had been discussed such as posture, handwriting, marking etc. The governor deep dives started a year ago and it had been positive seeing the staff confidence grow, they were all very passionate about their subjects which was thanks to the encouragement from the Head. <b>A Governor asked if they had spoken to the children and whether they could explain what they had learnt and it was confirmed they could and they understood the context of their learning and why they were learning it.</b></p> <p>A PSHE lesson was visited alongside Music which was very impressive.</p> <p>AS left the meeting at 19.55</p> <p>Big Flexi Pause had been very positive for leaders as it offered a strong picture for Year 1 to Year 6. <b>It was asked how the school supported staff and it was reported they were offered good CPD externally and meeting times to</b></p>	

	<p><b>complete work. INSET days had been geared towards subject leadership.</b> Further Curriculum Deep Dives will be carried out next term.</p> <p><b>It was questioned whether there were plans to cover the English subject lead maternity, the Head explained Phonics would be covered by the Teaching and Learning lead in Year 2. English would be covered by the Head during the time of leave. It was enquired as to who much more work this would create for the Head and he explained he was very involved anyway and it would take more time to train someone new.</b> It was stressed that the Chair monitors the Heads wellbeing weekly. A Staff Governor cover for the maternity has been sought.</p>	
219/24	<p><b>Behaviour</b> This has been addressed through all items. If children are learning well they behave well and the monitoring indicates that the children are learning well.</p>	
220/24	<p><b>Premises and Health &amp; Safety</b> A visit with the Site Manager would be arranged.</p>	
221/24	<p><b>Ethos</b> This was being explored each visit and the school Ethos shines through the school and Governor work.</p>	
222/24	<p><b>Pupil Premium and SEND</b> This has been addressed in the meeting.</p>	
223/24	<p><b>Pupil Progress</b> Meeting next term with the DHT to look at data and a report would follow.</p>	
224/24	<p><b>EYFS</b> There was nothing to report at the meeting and monitoring visit is planned.</p>	
225/24	<p><b><u>Chair of Governor's Report</u></b></p> <p>A Governor Services Service Review meeting had been attended. If there are any comments(positive or not) on the new Hampshire Services for Schools please email the Chair and these will then be passed on to the Head of Governor Services at the next Service Review meeting</p> <p>The Bishops Tea Party would be held on Monday 10<sup>th</sup> June 3.15 to 5.15pm in Winchester. Governors were invited and were asked to email the Head with their availability. Unfortunately the Chair is unable to attend as in previous years.</p>	<p>All</p> <p>All</p>



<p>226/24</p> <p>227/24</p> <p>228/24</p> <p>229/24</p>	<p><b><u>Policy Reviews</u></b></p> <p>Behaviour Principles - This was brought to the last meeting and had been since reviewed again by the Chair and Head. The vision statement and the school mission had been added to the document. Updated the Restrictive Physical Intervention to be inline with the RPI policy. High Standards of Behaviour and Power of Screen and Search had both been updated. It was felt this policy should be reviewed annually rather than every 3 years would be much more beneficial and would bring it in line with the Behaviour Policy. With these amendments the policy was unanimously agreed and ratified by Governors.</p> <p>Lone Working – School policy for information</p> <p>PSHE &amp; RSHE – School policy, Government have made some guidance in draft form and would come into place from September. A discussion was held about gender recognition and it was felt teachers needed to be equipped with how to deal with questions. There was a consultation in place and Governors could respond if they wished. The school did follow the Jigsaw programme which was in line with PSHE and RSHE guidelines. It was considered that the the guidance would not impact what the school already has in place. Page 10 addresses conception in Year 4 and the Head explained this was not introduced until Year 5 at RAPS. Parent survey had been completed by 2 participants.</p> <p>Remote Learning – School policy for information</p>	
<p>230/24</p>	<p><b><u>Any Other Notified Business</u></b></p> <p>None</p>	
<p>231/24</p>	<p><b><u>Impact Statement</u></b></p> <ul style="list-style-type: none"> <li>• SATS - very positive report</li> <li>• Curriculum visits triangulate heads report</li> <li>• Approved Budget</li> <li>• Culture of the school and references to the children and staff being well supported and thriving in school</li> <li>• Clear evidence of the ethos in school</li> <li>• Year 6 children enjoyed the SATS week</li> <li>• Shared vision across the school</li> <li>• Confidence in subject leads which obvious passion for their areas</li> <li>• Monitoring is having an impact</li> <li>• Parents being pleased with the Year R welcome evening</li> <li>• Lots of evidence and impact of staff dedication.</li> </ul>	

The meeting closed at 8.26 pm

Date of next FGB Meetings:

**6.00 pm – 8.30 pm**

Tuesday 18th June 2024

Monday 15th July 2024

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