



Romsey Abbey C of E Primary School
Minutes of the Full Governing Body
Tuesday 18th June 2024

Present

Liz Wagner (Chair)
 Mark Harris (Head)
 James Ablitt (JA)
 Dawn James (DJ)
 Jack Pearce (JP)
 Alan Davies (AD)
 Thomas Wharton (TW)
 Tom Langford (DHT)
 Kathryn Sessions (KS)
 Jemma Jones (JJ)
 Betony Bayliss (BB)
 Robert Pears (RP)

Apologies

Adam Smith (AS)
 Ann Turtle (AT)

In attendance

Victoria Bleaney (Clerk)

232/24	<p><u>Welcome, Prayer and Apologies</u></p> <p>TW opened the meeting with a prayer and the meeting commenced.</p> <p>Betony Bayliss was welcomed to the meeting as the new LA Governor.</p>	
233/24	<p><u>Requests for AOBs (to be notified to clerk 3 working days before the FGB – 6.00 pm 13th June 2024)</u></p> <p>There were none.</p>	
234/24	<p><u>Declaration of Pecuniary Interests</u></p> <p>There were none.</p>	
235/24	<p><u>Endorsement of Minutes from last meeting – May 2024 (in Dropbox)</u></p> <p>The minutes were agreed as being a true and accurate representation of the meeting and were signed accordingly by the Chair.</p>	

236/24	<p><u>Matters arising from the minutes not covered elsewhere on the agenda</u></p> <p>The SEF had been updated and had been shared on the Googledrive.</p> <p>The Headteacher was in discussions with other Heads about academization.</p> <p>All other items had been completed or were due for discussion at the meeting.</p> <p>The Head attended the Bishop's Tea Party and found it a positive and beneficial afternoon.</p> <p>A letter from Damian Hinds, Minister for Schools, regarding attendance had been shared by the Chair.</p>	
237/24	<p><u>Clerks Update</u></p> <p>There was no updates for the meeting.</p>	
238/24	<p><u>Headteachers Verbal Update</u></p> <p>Attendance data had been shared on Google Drive prior to the meeting.</p> <p>A family would be leaving for Belgium which meant 3 children would be leaving. 1 other had left today. There had been a new starter which meant there was 206 on roll with an additional 2 starting in September in Year 2. The Head had been expecting an appeal for Year R but this had been withdrawn.</p> <p>The attendance data shared was to half term and this had been previously discussed at the last meeting. The Head reported the school remained 1% higher than the NA and the PA had also decreased which was positive.</p> <p>Slapped Cheek was a local concern and a parent mail would be sent to all parents tomorrow. Governors commented the national dip looked positive for the school as it was not just a school issue.</p> <p>HT completed DSL refresher training and had updated staff which included upcoming changes to KCSIE. Lots of information about the use of language and the ambiguous use of "inappropriate behaviour/language" was being discouraged, reports should include what was said. Headteacher would follow up on the culmination of neglect webinar and its impact next week.</p> <p>Chair to send the Glossy of Terms to BB.</p> <p>At the time of the meeting there was 1 LAC and one referral to children's services as well as the police.</p>	<p>Chair</p> <p>Chair</p>

<p>A Governor asked how the Head disseminated the safeguarding information to staff and he reported the key points were emailed to all staff and the Chair, this would be forwarded to the FGB by the Chair.</p> <p>A Governor then asked if some upcoming training was for just Heads and it was confirmed it was open for anyone through the LA. It was an online session and the Head would send the signup information to JJ.</p> <p>E-training for Governors on the Hampshire Services for Schools website was not available until the autumn term as it needed to be uploaded to the new system.</p> <p>Year 4 multiplication checks had been completed, SLT were expecting to be lower than the NA. The official threshold for the Phonics screening check in year 1 was expected in the next week. The school were expecting 72% which was lower than the 90% last year, this was due to the high level of needs within the cohort. 3 children had been disapplied.</p> <p>All year groups had been on a trip which linked to their topic and Year 6 had continued their swimming lessons from last year. There had been a good mixture of strong swimmers and beginners. The school needed to report on those who could swim and self-rescue. A Governor asked how many instructors there had been and it was explained there were 2/3 instructors and the children are put into groups based on abilities. A Governor went on to ask if the school had a responsibility to teach swimming and it was confirmed they did as part of the PE curriculum, children would need to be able to swim 20 metres of any form and self rescue. A Governor then asked why it was taught this term, it was confirmed there was a 6 week block in year 3 and year 5 and then a catch up block in year 6 (after the SATS) to ensure as many children as possible can swim. A Governor commented the trips sound positive but enquired as to whether they were accessible to all, the Head explained that financially parents were asked for a contribution and the school try and make it as cheap as possible for parents. The school supplies transport to make as cheap as possible, there is good attendance on trips.</p> <p>Library visits had been carried out, this term classes visited to help promote the summer reading challenge and children have signed up and borrowed books. Collective Worship on 15th July would look at this and then there is a celebration in September for those who took part.</p> <p>RP entered the meeting at 6.35pm</p> <p>There had been a handwriting focus in CPD, English lead had been providing resources from National Handwriting Association. SLT were seeing the impact in English Books, book scrutinies etc. The English lead was also coaching staff in school and a Governor reported they had seen this in action. A Governor asked if there was communication to parents if changes</p>	<p>Head</p>
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happened. It was confirmed that once it was finalised in how the teaching would look this information would then be sent to parents.

SLT met last week to finalise the staffing structure for September. This will be communicated to parents before the transition day on 3rd July. The member of staff on long term sickness had returned on a phased timetable and this had been supported by EPS who have now closed the case.

INSET days for next year would be held on 2nd Sept, 27th September, 31st January, then disaggregated days on 21st and 22nd July. There would also be twilight sessions throughout the year. **A Governor asked when looking at attendance, could INSET days be reviewed to help this and it was felt the July dates would definitely help with this.** Governors approved and ratified the dates.

Romsey Young Carers talent and challenge day had been held last week, £110 had been donated in cash plus online donations. The day had raised the profile of the charity and it had identified some other potential young carers within the school.

The school would be running a wellbeing week in July to coincide with transition day. Governors were invited to visit and it was hoped TW would visit for a prayer day. The Year 6 would be visiting Winchester Cathedral on Thursday for their leavers service and **a Governor enquired as to how this was being funded, it was reported it had been absorbed into the school budget.**

The General Election was coming up which can be tricky to ensure the school is impartial. One of the school leavers was a Year 5 on the School Council so it was agreed to hold a bi-election to fill this School Council place and the children will be voting for Head boy and girl. **It was asked whether the children campaign for the positions and it was confirmed they did.**

First Ed Psy CPD had been held on Executive Functioning Skills, this was giving underlying reasons for some of the more challenging behaviours. **A Governor asked if this was part of the SLA and it was confirmed it was.** Staff reported they found it really insightful and helped with on the spot problem solving.

An ECT was starting in September and they have been booked on in-house behaviour training for each half term. The new members of staff would also be attending the transition days.

Year 6 attended an athletics competition and won the Respect Award for the day thanks to their positive behaviour. RAPS were one of the only schools to take the whole cohort. Year 6 had been identified as the year group with the most impact from Covid both academically, socially and emotionally.

No suspensions and no reduced timetables in school at the time of the meeting.

	<p>SEND - 2 EHCPs being submitted this term and SLT were confident they would go forward. A testimony from a previous EHCP student had been received to say she was settling in well to her new school and her parents had seen positive changes which was thanks to RAPS.</p> <p>Thanks was given to the Headteacher for his report.</p>	
239/24	<p><u>Staff Governor Update</u></p> <p>Most items had been covered by the Heads report as above. It was a very busy half term and all staff were grateful for the staff meetings to allow time to write reports etc.</p> <p>Governors asked for their thanks to be passed on to all staff. All the positives raised were thanks to the staff and how hard they work throughout the year.</p>	
240/24	<p><u>Lead Governor Reports (inc visits)</u></p> <p><u>Sports Premium Update</u> It was asked whether next year's strategy was ready to be published for 24/25 and it was confirmed this would be completed in July. It was expected for the only major change would be the SLA with the School Games Organiser as the school would like more time and the option for more competitions. It would be a £2500 cost. A Governor enquired whether competitions would be outside of school and the DHT confirmed they would be as they were held at Romsey School and Mountbatten School. It was then asked if the extra expense had been written in the budget and it would be written within the strategy and budget.</p>	
241/24	<p><u>Mental Health and Wellbeing</u> Staff mental health and wellbeing is considered throughout the meeting and the Chair continues to discuss this weekly with the Headteacher regarding his own wellbeing and that of the staff. The children's successes raised so far in the meeting highlight's the school's positive approach to mental health. The Dad's football group had been very positive for parents mental health and this had been reported to SLT by parents. A Governor enquired as to whether there was anything for Mums as there would be interest and in the past there had been a mixed rounders session. JJ would be able to help the Chair with refreshments at the Summer Fayre and Governors were asked to contact the Chair if they were able to spare some time.</p>	
242/24	<p><u>Leadership and Management inc. IT Systems, GDPR and cyber security</u> BB should now have access to the Google Drive. The Data Privacy leaflet had been shared on the Google Drive and all Governors were encouraged to read it. This was sourced by the SBM. The Lead Governor had asked how Subject Leads were generating action plans and how well was the school providing CPD. From the visit</p>	

	<p>report it can be seen that the process worked well for staff and challenges children to look at problems in Maths and how best to solve issues. Process links clearly to the SIP. There were no concerns about SLT support, they were well involved. CPD opportunities were plentiful with useful time given. Rigorous assessment of Maths.</p> <p>Governors thanked the Lead Governor for his report, it was easy to read and key items were easy to identify. This triangulated the information from the Maths Deep Dive. The Chair explained how important this report was to help monitor the implementation of the SIP. The Headteacher explained the lead questions were always thorough and provided good levels of monitoring and accountability. A Governor asked if the SIP was reviewed annually and it was explained it was routinely and regularly monitored throughout the year and then reviewed and then written annually following SATS and other data.</p> <p>The Lead Governor explained that in his meeting with the Head he look at progress against the SIP and then looked at areas which may need to be adapted. Friendly feedback was then reviewed. Looked at external CPD to help review plans half termly. Discussed the learning journals. Action plans looked at the wish to increase links with other schools to help with moderation etc. These links were growing but it was slow, this liaison ceased during covid and is taking time to get to as it was previously. Lots of friendly feedback and the report stated the Lead Governor felt humbled at the glowing and detailed praise in the feedback</p> <p>Thanks was given for the triangulation and the Head felt well monitored and scrutinised, it helped ensure all aspects were linked together and informed decisions. The suggestion of follow ups would be added to the monitoring schedule.</p> <p>A Governor asked if the FGB could help with links to other schools and enquired as to what was holding us back. It was explained it was logistics and time as schools were willing and keen but the lack of time was an issue. A Governor asked whether the sports competitions may help with this too and it was hoped it would. Aligning INSET days was discussed and Academies do this and have a networking INSET day.</p>	
243/24	<p><u>Communication</u></p> <ul style="list-style-type: none"> a. Media b. Marketing <p>A questionnaire to parents was being drafted and this would be sent to the Head for the Chair and Heads meeting. It would be reviewing the parents understanding of what their child does in the school day and also looking at communications to parents.</p>	JP/Head & Chair
244/24	<p><u>Development and Training</u></p> <p>360 review has had 9 responses. The questions and answers were discussed and on the whole the FGB “strongly agreed” with statements with some “Agree” answers. There could be an opportunity to add views and</p>	

245/24	<p>opinions in future questionnaires. Thanks was given to the Chair for her leadership. Governor training would be discussed at the July meeting as school actions were still being written.</p> <p><u>Curriculum</u> Deep dives in Maths reviewed learning journals, books, pupils and staff conversations. The monitoring visits had covered all subjects over the year and all staff were confident to talk about their subjects and enthusiastic, book looks are over seen by the Head. At the time of the meeting it had not been formally decided who would be taking over French in September, books were viewed and the children had a really strong understanding of the language. DT was then explored, SEND and PP were asked about adaptations and steps had been put in place and had been well thought out. These subjects were not taught every half term and so assessment could have been tricky however it was well structured. DHT explained Insight collated all data and it was hoped a staff meeting next year would draft a good model report for non-core subjects. This would inform whether the assessment was carried out thoroughly. Chair was impressed with the confidence with which staff discussed their subject and this is positive for any external visits.</p>	Agenda
246/24	<p><u>Behaviour</u> There was nothing further to discuss.</p>	
247/24	<p><u>Premises and Health & Safety</u> A report had been shared on Google Drive. There were some recommendations for next term and the Chair would forward this on to the Site Manager. A Governor asked how risk assessments get sent to staff and they were informed in September they were shared with staff for classrooms etc . If there are any adaptations or new RA they would be emailed to all staff.</p>	Chair
248/24	<p><u>Ethos</u> TW summarised the written report, explaining that he visited the collective worship for young carers which was a wonderful celebration. The engagement was very strong and was a good example of the school linking with a local charity and the community. It linked strongly to the school values. There were lots of transition opportunities and TW was looking forward to the leavers celebrations. It was planned to use the Psalm 23 garden for prayer spaces. It was a way of getting the children to engage with themes of thanks, love, forgiveness, environment etc. A Governor asked if there was any spiritual support in secondary school and this was not known however the leavers service instils that the Abbey is always somewhere they can return to there are youth workers within Romsey.</p>	
249/24		

250/24	<p><u>Pupil Premium and SEND</u> There was nothing further to discuss</p> <p><u>Pupil Progress</u> Progress meetings were held each half term and the Head asks staff various questions to look at prior to the meetings. This was an ongoing process and following the meetings there was a lot of evidence to support progress and also to support those pupils making less than expected progress. DHT reported that it was a busy term for data, predicted year 6 results at the time of the meeting was 72-78% expected for writing and 16% GDS. A Governor commented there had been some huge progress made in the cohort and asked why this was, staff had worked incredibly hard and this was supported by having 2 members of staff in the class. SLT saw good quality writing from engaging areas such as the Olympics and our current topic of Fantastic Beasts. The cohort had been given new approaches to help support and move them forwards. The children also really enjoy SPAG and that is one of the assessments. The results were teacher assessments and it had been confirmed the school was not being moderated this year. Year 3 writing were also making really good progress. Analysing non-SEND and non PP, there were a few pupils identified and the SENDCo could explain why they weren't SEND and how best to move them forwards. TL reported that at a recent data meeting he had attended, setting targets were discouraged. It was felt as long as the children achieved what they should be and progress could be followed this was more important. The Head had set up a training Pupil Progress meeting to show an example from Year R, this gave an opportunity to see evidence and impact. The improvement and quality has been substantially stronger. Consistency could also be seen across the year groups.</p>	
251/24	<p><u>EYFS</u> 79% of children achieved a good level of development compared to 78% last year. Insight was reporting the NA as 68% which was very strong. Governors congratulated all staff for the data. A Governor enquired as to whether the new Year Rs had any transition days and it was confirmed they had already had a story day and Nurseries and Preschools were in communication with the school. Transition days so far had been successful and children have been settling in well already.</p>	
252/24	<p><u>Safeguarding</u> Continue to meet fortnightly with the SBM and CPOMS was reviewed last week with the Head. A termly report would be written for the July meeting. Safeguarding should be part of all visits for all governors and all were encouraged to ask children if they felt safe at school.</p>	
253/24	<p><u>Finance</u></p>	SBM

	The financial report ran to the end of May, there were no concerns at this point. Minor questions were raised and would be shared at the next meeting. The variance showed a negative at the time of the meeting, this was due to funds not yet being received.	
254/24	<u>Chair of Governor's Report</u> Get Information About Schools highlighted any renewals of terms of office and the Chair and AD was due next term. The monitoring schedule was being continually updated and would be added to the July agenda.	AD/Chair Agenda
256/24	<u>Policy Reviews</u> <u>Governor training policy (Gov)</u> – this would be deferred to the next meeting. The new induction policy would be used with BB to see how it worked. JA to look at this for any IT areas.	Agenda JA
257/24	<u>Parent/Carer Code of Conduct (Sch)</u> - this would be issued in September and SLT would ask parents to sign to agree it. A Discussion was held around the statement asking for alcohol not to be consumed on site however it is often sold at events it was agreed to add a proviso regarding this matter.	Head
258/24	<u>Home School Agreement (Sch)</u> – collection arrangements had been added to make it clearer. Governors felt it could be better presented as it was an important document for the school. JA to send his suggestions to the SBM and the Head.	JA
259/24	<u>Freedom of Information (Gov)</u> – This was a model policy from the ICO and Governors unanimously agreed and ratified the policy.	
260/24	<u>Any Other Notified Business</u> There were no other items for discussion.	
261/24	<u>Impact Statement</u> <ul style="list-style-type: none"> • Teachers reports on neurodiversity, EHCPs • Respect Award to year 6 • Maths lead is strong and her work aligned to the SIP • Benefits and challenges of working with other schools • 360 appraisal for C of G was very positive • Subject deep dive in French and how the lead has developed this so positively 	

	<ul style="list-style-type: none"> • Confidence in staff in how to respond to questioning about their subject leadership • Worship and values and celebrating Young Carers • Transition from primary to secondary and the support they get • Psalm 23 garden usage • PP, SEND progress • 72-78% with 16% GDS which shows the added value of inventive support offered by staff • EYFS 79% Good level of development being 11% higher than NA • All areas of discussion fits within the school vision of offering children the best life opportunities 	
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Meeting closed at 8.34 pm

Date of next FGB Meetings:

6.00 pm – 8.30 pm

Monday 15th July 2024

- Thursday 26th September 2024
- Thursday 7th November 2024
- Thursday 12th December 2024
- Thursday 30th January 2025
- Thursday 27th February 2025
- Thursday 27th March 2025
- Thursday 8th May 2025
- Thursday 12th June 2025
- Thursday 17th 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