



OVERSTONE PRIMARY SCHOOL
150 Sywell Road, Overstone, Northampton, NN6 0AG

MINUTES of the FULL GOVERNING BOARD MEETING
8th December 2022 at 6.30 pm

Present: Stephen Casey (Head teacher) (SC), Andy Halliwell (Chair) (AH), Ellen Higgs (EH), Dee Dawson (DD), Hannah Watt (HW), Isabel Dobson (ID) Kathryn Hamilton (KH), Amy Todd (AT) Stephanie Welsford (SW), Bridette Ledgerwood (BL) and Sajda Andleeb SA (Clerk).

Min No.	Subject	Action										
1.	Attendance and Apologies AH welcomed everyone to the meeting.											
2.	Declaration of Interest No additional declarations were made by the governors at the meeting.											
3	Ofsted Visit Feedback SC extended his Thanks to Staff and Governors for their support during the recent Ofsted visit and provided an overview of the 2 days. SC uploaded a draft report to Governor Hub for governors to read. The Ofsted school rating remains Good. The Ofsted Inspector commented on the seamless transition of Headship. Other comments made by Ofsted: -, <ul style="list-style-type: none">• The school has a strong community ethos and Ofsted recognised the school’s aim to develop well rounded individuals.• The children were able to recognise differences and why this is important. The staff and governors agreed on how the children were able to talk and link family values and the direction towards which they were working.• The investment of £500 in the library was picked up as a positive by Ofsted. Ofsted also shared that the staff and governors affirmed what they had seen. All agreed it was a positive experience.											
4.	Minutes of previous FGB Meeting The minutes of the previous meeting of 29 th September 2022 were approved and confirmed as a true record. Actions from the last meeting – see below for updates. <table><tr><th>No.</th><th>Actions</th></tr><tr><td>5</td><td>Governor Hub to be updated with new committee members. Clerk will get this updated and now has admin access.</td></tr><tr><td>5</td><td>EH needs to be removed from Governor Hub as PM committee governor. Clerk will get this updated and now has admin access</td></tr><tr><td>6</td><td>SC to share the report for Math’s and English drop-ins with the FGB- complete</td></tr><tr><td>6</td><td>SC and DD to speak to teachers, support staff, and do a wellbeing check. Concerns will be monitored with a focus on improving the overall wellbeing. - complete</td></tr></table>	No.	Actions	5	Governor Hub to be updated with new committee members. Clerk will get this updated and now has admin access.	5	EH needs to be removed from Governor Hub as PM committee governor. Clerk will get this updated and now has admin access	6	SC to share the report for Math’s and English drop-ins with the FGB- complete	6	SC and DD to speak to teachers, support staff, and do a wellbeing check. Concerns will be monitored with a focus on improving the overall wellbeing. - complete	
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	10	Governors to read and sign the declaration for governors Code of Conduct Clerk will get this updated and now has admin access		AT DD W ID
	10	Clerk to update pecuniary interest of governors and share this with the school office for publication on the school website. Clerk will get this updated and now has admin access		
	10	Governors to return the completed Skills Audit to the clerk. Clerk will get this updated and now has admin access		AT DD W ID
	11	Monitoring Plans to be uploaded to Governor Hub upon completion. covered under agenda item 12		AT DD W ID
	12	EH, AH and the clerk to liaise and record how best to monitor policies for 2022/2023. covered under agenda item 15		H/Cler
	Matters Arising -Update on Building Project covered under Resources agenda item 14.			
5.	Head Teachers Report The Head Teachers Report was circulated to the governing board prior to the meeting. A summary of the key points shared at the meeting: - <ul style="list-style-type: none">• The SDP was sent out to the governors prior to the meeting and SC invited questions. SC did advise the governors that certain areas within the SDP had not yet been addressed but there were no concerns.• CB's visit to the school had been both productive and supportive and she was pleased with what was being done.• SEF had been updated and all historical information can be removed and archived.• Christmas Events have all taken place and positive feedback has been received by families. The school plays were divided into year groups which was personal to the children and their parents/carers.• Church rehearsals have gone well, and the governors were invited to attend the service. Q: Our families were limited to two tickets; how did people feel about this and was this ok? It has always been two tickets. If further ticket requests were made, then were possible the requests have been accommodated. Q: There were some families with more than two tickets which may have seemed a little unfair to the rest? In future we can communicate this to all our families, so if they require more than two tickets they can ask and where possible we can meet their requests. Q: Are you planning to invite parents back to the assembly? There is no plan to invite families to the Friday assembly.			

	<p>The assembly was a good opportunity for the community and parents to come together from an engagement perspective. Friday assembly is now a whole school assembly, there may not be enough room to accommodate everyone.</p> <p>Q: Parents have expressed an interest to see the celebration events, such as awards and birthdays, is this something we can review? We can revisit this in the New Year.</p> <ul style="list-style-type: none"> • The sporting schedule has been shared. • The children did enjoy the World Dance Day. This was an opportunity for global cultural awareness and diversity. Next year the school will consider dedicating an entire day rather than be a standalone event. This could be a World Day event to include language, colours of the flag, food, and the cultural values. The children could perform a song. • Staff have continued to work hard. <p>Q: Have all staff had their Covid vaccinations? Some have had vaccinations.</p> <p>Perhaps we can subsidise Flu vaccinations. If staff can provide a receipt, then they can claim this back. If there was a group of people that required vaccination, then the school may be able to arrange a nurse to administer this in house.</p> <ul style="list-style-type: none"> • AL is working from home on a Friday until January 2023 to focus on SEND referrals and catching up with paperwork. • Pupil Attendance is at 95.6% which is above the National Average. Absence letters are being sent out for persistent absence and lateness. <p>Q: What is AEA? This stands for Approved Education Activities; it covers school trips.</p> <ul style="list-style-type: none"> • The new screen has been fitted and is all ready to be used in PE lessons to aid demonstrations. This was not used for the performances. It is loud but consideration may be given to future performances • Safeguarding – PREVENT training has been delivered either in person or via the SSS training slides and videos. The Safeguarding team continue to meet on a Wednesday. Ofsted were happy with the school's process for reporting and monitoring Safeguarding. 	SC
6.	<p>Pupil Progress Update/Data</p> <p>Pupils are being assessed and data will be available first week back. This will allow staff to look at individual pupil performance and build intervention to support those that require it.</p> <p>Q: What assessment programme was used last term? We used NTS. We were using PUMA but we moved away from this.</p> <p>Q: Who looks at PP? This normally goes to TLS committee and then it is reported to the FGB.</p>	

	<p>Q: How does the Aspiration Overstone Award work? The children can get an award for showing effort and doing their best. One pupil from each class is put forward and then a child is selected at random. All children who are put forward get a certificate, and these are presented at the weekly assembly.</p> <p>Q: How do you survey the children? There is a google form with the questions, there is a wellbeing check. This was done a year ago by Peter Grindrod (PG) He is working with Year 5 pupils and is tracking this. An update will be available in January.</p>	
7.	<p>Safeguarding</p> <p>Covered under agenda item 5</p>	
8.	<p>SIP/SEF</p> <p>Covered under agenda item 5</p>	
9.	<p>Budget Update</p> <p>No further update.</p>	
10.	<p>Governor Action Plan</p> <p>EH shared the Governor Action Plan and went through sections and RAG rated these. All outstanding actions with a December completion date were reviewed. A summary of updated points was shared with the governors and EH would be updating the Governor Action Plan and uploading this on to Governor Hub.</p> <p>Q: Where does Reading sit at the moment? This is with Writing.</p> <p>Q: How do you wish to us to arrange meetings with the teachers? You can go directly to the Teachers.</p> <ul style="list-style-type: none"> • There is a lot of monitoring that will be required to be completed next term. • The Website review was due, and it was agreed for Julie Barker (JB) to forward the changes to the Website managers for this to be updated. • The next training for governors will be in March for Maths. • Any training that has been completed can be fed back to the governors and training slides can be sent out. 	

	<p>EH went through some of the actions on the Governor Action Plan in further detail.</p> <p>Q: Do we need to complete the following every term?</p> <p><i>3.6 - Development of playground lunchtime activities - We will help monitor the development of lunchtime playground activities</i></p> <p>It is not very onerous, and it is useful. This one can be for every big term, but we should keep it going.</p> <p>Q: What are we doing with action 3.7?</p> <p><i>3.7 Character Muscles- We will visit a class to see the follow up to an assembly-</i> We do need to bring this into each class assembly. This does need further development and is working progress.</p> <p>Q: Can Character Muscles be linked to the Head Teacher awards? Yes, that is a good idea and yes, they can.</p> <p>PSHE report needs to be shared with the governors.</p> <p>Q: How can we expand and showcase this more?</p> <p><i>4.1 Diversity within school & immediate area</i></p> <p>There may be an opportunity to speak to the school council on this.</p> <p>Q: This action has a deadline to end of spring so can we get this planned in? Yes</p> <p><i>5.3 Website Audit inc. Governor Details</i> – This is in hand.</p> <p>Q: Can we have an event schedule for all school events so these can be shared with parents? Yes, we can put this together.</p> <p>Action: Dates for Events to be shared with parents/carers.</p> <p>Action: PSHE report needs to be shared with the governors</p>	
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11.	Governance Matters Governor Terms of Office – <ul style="list-style-type: none"> SW agreed to extend her Term in Office. BL was appointed as a Parent Governor. Governor Vacancies – A governor vacancy was still open. It was agreed to advertise for the vacancy in the School Newsletter and the Parish Magazine. Action: To send the extract for the governor vacancy from the School Newsletter to KH to put in the Parish Magazine.	SC
12.	Governor Visits/Reports Governor Visits will commence in the New Year. It was agreed that there needs to be consistency in process of completing governor monitoring visits and sharing reports. Action: Clerk to share the process of recording monitoring visits with the governing body.	CLERK
13.	Minutes from TLS Committee and Matters Arising. The next meeting is in January 2023. The meeting was rescheduled due to the Ofsted visit.	
14.	Minutes from Resources Committee and Matters Arising. The minutes for the meeting were uploaded to Governor Hub. A summary of key points shared: <ul style="list-style-type: none"> The school was pleased with the appointment of the new Caretaker. The Reception Canopy needs to be looked at. EdPod proposals for construction of a spare classroom to be used for breakfast and after school club were discussed. A further two quotes are required, and the school is waiting to hear back. One quote has been received for £52,000 for the build with an additional £15,000 for fixtures and fittings. This could be completed in 3 weeks. Any work will need to be completed in the Summer Holidays and be ready for September 2023. Once all quotes have been received there will be a need for the governors to agree this in principle. This could either be communicated on email or at the next FGB meeting. The carry forward is enough to cover the costs of the build. 	

	<p>Q: Will not having a toilet be an issue? No, they can use the current facilities. This should not disturb learning as the build will be primarily used for Pre-school and afterschool club.</p> <p>Q: How many adults will be required to support the children? This can be between 2/3 depends on numbers. They will have their own cooking facilities.</p> <p>Q: Are there any grants available? We could apply for a loan; we may not be granted a loan as they could feel the school does not need this extra space.</p> <p>Q: Can the Parish Council help? The Parish council have not received any money under Section 106.</p> <p>Q: What is the provision for children who need disability access? We would have to swap classrooms to accommodate.</p> <p>The carry forward for previous years has been above the 8% and the school does have enough money to spend on this build. This has also been budgeted for and planned in, so we do not actually need a loan.</p>	
15.	<p>Policies</p> <p>AH circulated the process of how school policies need to be approved and monitored to all Committee Chairs on email. The committee Chairs and Clerk agreed on the process.</p> <p><u>TLS Committee</u></p> <p>Safeguarding Policy - Approved and Agreed</p> <p><u>Resources Committee</u></p> <p>Critical Incident and Business Continuity Plan - Approved and Agreed</p> <p>Disciplinary Policy and Procedure Staff – Carried forward</p> <p>Grievance Policy and Procedure for staff – Carried forward</p>	CLERK
16.	<p>Correspondence/Complaints</p> <p>None.</p>	
17.	<p>AOB</p> <p>None</p>	
18.	<p>Dates of next meetings:</p> <p>7th February 2023 – this will be a virtual meeting via Goggle meet.</p> <p>20th April 2023</p> <p>8th June 2023 – this will be a virtual meeting via Google meet.</p> <p>13th July 2023</p> <p>AH thanked everyone for their attendance.</p>	

There being no further business, the meeting closed at 7.56 pm.

Signed (Chair of Governing Board) Date:

ACTIONS FROM THE MEETING

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10	Dates for School Events to be shared with parents/carers.	SC
10	PSHE report needs to be shared with the governors	SC
11	To send KH the extract for the governor vacancy from the School Newsletter for the Parish Magazine	SC
12	Clerk to share the process of recording monitoring visits with the governing body	CLERK
14	Disciplinary Policy and Procedure Staff – Carried forward to the next meeting	CLERK
14	Grievance Policy and Procedure for staff – Carried forward to the next meeting	CLERK