

OVERSTONE PRIMARY SCHOOL
MINUTES of the FULL GOVERNING BODY MEETING (HELD VIRTUALLY)
7th February at 6.30 pm



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

In attendance: Sajda Andleeb (Clerk).

No	Item	Action
1	Attendance and Apologies AH welcomed everyone to the meeting.	
2	Declaration of Interest No additional declarations were made by Governors at the meeting.	
3	Minutes of previous FGB Meeting The minutes of the previous meeting on 8 th December 2022 were approved and confirmed as a true record. Updated as to actions from the last meeting Dates for School Events to be shared with parents/carers – covered under agenda item 9 PSHE report needs to be shared with the governors complete. SC to send KH the extract for the governor vacancy from the School Newsletter for the Parish Magazine - covered under agenda item 10 Clerk to share the process of recording monitoring visits with the governing body- Complete Disciplinary Policy and Procedure Staff – covered under agenda item 14 Grievance Policy and Procedure for staff – covered under agenda item 14 Matters Arising Update on Building Project covered under Head Teacher Report/Resources committee update.	
4	Headteachers Report The Head Teachers Report was circulated to Governors prior to the meeting. A summary of the key points shared at the meeting: - <ul style="list-style-type: none"> • The children are relatively in good spirits and the staff are in a good place. • There has been an outbreak of chicken pox in School in the last 2 weeks, and a lot of sickness is around. • School attendance is above national average. • There have been 2 staff resignations. A child in year 2 needs 1-2-1 support. The staff are having to be flexible to support the needs until a replacement has been found. The roles have been advertised and the closing date for applications is Friday 9th of February 2023. 	

- Teachers have had their scheduled time out from teaching for PPA. One session had to be cancelled due to sickness and will be rearranged. This is an Ofsted priority, and this will be worked on throughout the year.
- Time allocated for the SENCO has been hugely beneficial.
- Pupil progress meetings have taken place this week. A meeting will take place to review the findings and this will be shared in due course.
- All teachers are clear on which children in their classrooms are at expected levels. Those not on track have been identified and provisions will be put in place. The SLT will be exploring external reasons or barriers to learning and then putting interventions in place.
- Sport Premium funding has been spent on CPD for staff. Teachers have worked with a sports coach to support PE planning and the curriculum. Staff have appreciated this investment. A staff member has been appointed as a PE coordinator. The company the school is working with will provide a secret athlete who has competed at either national or international level. The idea is to expand children's journey into sport beyond mainstream sport like Football and Rugby.

An attendance summary breakdown was presented to the Governors, the key points being:-

- Attendance is at 95.3% which is above the national average of 93.5%.
- There has been a high level of illness within the school community.
- We are tracking attendance by sending out an email for those at 90% attendance.
- This is a national picture and we are no difference from other schools.
- If this does not improve next term, then requests could be made to parents to provide evidence to support the absences.
- There was a parent who was unhappy with being contacted and this was dealt with.
- There are still some children who are consistently turning up late for School.
- The focus will be on attendance and lateness next term.

Peter Grindod (PG) will be looking at Barry Primary school, in particular the school environment and diversity. Our school council will be involved. Year 4/5 and 6 will be presenting learnings back to the school in our whole school assembly. This will hopefully be a valuable experience. Our next step is to get the children engaged and more forward on this.

Proposed New Building

The proposals for the building project have been shared with the governors from the three companies.

Ed Space are the School's preferred provider. Their quote is £50,000. If a toilet is added, this will increase to £52,000. The School have been advised to budget £1,300 as a contingency/overspill and £2,500 for planning fees. At the moment, we don't know if planning permission is needed and SC is liaising with the relevant department of the Local Authority. The School would like the work to begin in the Easter Holidays and the estimated time to complete the build is approximately 3 weeks, two weeks of which will be over Easter.

	<p>Q: Did we ask the builder about internal doors into the main school? The Pod is so close that there really is no need but this could be looked into later if need be. Also, with a toilet the space can be contained and self-sufficient. This would be beneficial for both breakfast and after school club.</p> <p>Q: When you look at the picture it is not clear, what is the clearance between the building and the external wall. Is there risk of damp or any risk to our children. Could the spot attract rubbish that would not be possible to retrieve? There is enough space for drainage around the back. The details are on the drawings. Any open space will be panelled to stop children getting behind it. There will be access for maintenance.</p> <p>Q: How will the building be heated or air conditioned? This will be done by electric heaters and insulation. Heat will be enclosed, to keep it warm. On hot days we have been told the building will be able regulate itself and not become too hot.</p> <p>Q: The Porta Kabin was a similar price to the Pod, what are the main differences between the two? The Porta Kabin was not a good shape for the space and the look was not what we wanted. The Pod was a better fit. Ed Space have completed a similar pod in Cumbria. The School Business Manager spoke to this School who were happy with the end result although they said the build took longer to finish than expected but this was down to external factors and not the company. The School have raised this with Ed Space and asked for precise timescales.</p> <p>Q: Is there a warranty with Ed Space? Yes, parts of the build have a 10 year guarantee and parts of it has 5 years. This could last longer with the right maintenance.</p> <p>Q: Does that amount include furnishings? No, this amount does not. We should be able to re-use some of the existing furniture in the school. If we need to spend more, we will bring this back to the governors in accordance with our Finance policy.</p> <p>After consideration, Governors unanimously approved the spend of £52,000 for the pod from Ed Space, £2,500 for planning fees and a contingency of £1,300.</p>	
5	<p>Pupil Progress Update/Data</p> <p>SC advised that how the School tracks data has been changed. A further update will be given to the TLS Governors.</p>	
6	<p>Safeguarding</p> <p>Designated Safeguarding Lead (DSL) training was done in January. This will be required to be completed every 2 years by the relevant staff.</p> <p>SC advised that there is an incident that is being investigated, at this stage more information cannot be shared.</p>	
7	<p>SIP/SEF</p> <p>No further update on this.</p>	

8	<p>Budget Update</p> <p>Resources Committee met last week. A summary of key findings:</p> <ul style="list-style-type: none"> • The budget is over £1,000,000. • West Northamptonshire Council will claw back a small overpayment in the next couple of months. • An aged debt is still outstanding; this is the Badminton Club. • The school will be receiving an Energy Efficiency payment of £13,000 to make energy efficiency improvements to the school. The heating in year 1 and 2 classrooms will be reviewed to see where improvements can be made. • 	
9	<p>Governor Action Plan</p> <p>EH shared the Governor Action Plan. Governors were asked to update EH with any visits.</p> <p>Action: SW to send in PE monitoring visit to EH. Action: AH to send the Music monitoring visit to EH</p> <p>A safeguarding meeting was planned in for the 21/03/2023 between, DD, KH and SC</p> <p>EH updated the Governor action plan with feedback from Governors. The action plan will be uploaded to Governor Hub.</p> <p>5.1 -It was identified that the school has a Twitter account, but it is not actively used. SC confirmed the school blogs will be discontinued. SC does post on Twitter a couple of times a week with updates around wakeup Wednesday and online safety on social media. It was discussed whether a whole school Twitter account could be beneficial, and whether this could be used by all year groups/classes across the school to showcase a few bits of work each week.</p> <p>Q: Why do you feel it is necessary to have separate accounts one for you and then the whole school? If we over tweet, then there is a risk that important messages could be missed. The main account would be for messages and the whole school Twitter account could be an information board on what is being done in the classrooms.</p> <p>Q: Do we use Parent Hub anymore? No, we do not.</p> <p>Q: What uptake do you have on Twitter, are parents picking it up? Our followers are growing. We now have over a 100. It is a good thing to have. The Head Teacher follows other schools. There has been some feedback from parents thanking me for tweeting. This is another avenue for publicity, parents can see what is being done at their school. Parent Pay can also be useful.</p> <p>5.3 Website Audit – SC/DD are following this up. SC needs to spend some time with Kynet to get the website up to date.</p> <p>ID joined the meeting at 19.22.</p> <p>It was shared that public facing websites need to be accessible.</p>	SC

	<p>SW was thanked for completing the Website Audit.</p> <p>Q: Can you put the Sickness policy on the website? Yes</p> <p>5.2 Co-ordinating attendance and events – this still needs to be sent out. Action: SC to send out event timetable.</p> <p>6.5 The accessibility plan is reviewed annually by the school and then every 3 years by the governors. Action: SC and DD to review the accessibility plan (the plan is on google drive) Action: SC to review the actions on the accessibility plan.</p>	<p>SC/DD SC</p>
10	<p>Governance Matters Governor Terms of Office – no update</p> <p>Governor Vacancies – A governor vacancy is still open. There is an article on Parent Pay, KH will add the co-opted governor vacancy to the village newsletter at the next addition. Q: Is it worth contacting parents that have applied for before to see if they are interested in the positions? This may be an option.</p> <p>Action: SC to liaise with the school office so contact can be made to parents who have shown an interest before to see if they are still interested.</p> <p>Action: SC to send the extract for the governor vacancy from the School Newsletter to KH to put in the Parish Magazine.</p>	<p>SC SC</p>
11	<p>Governor Visits/Reports Discussed under agenda item 9.</p>	
12	<p>Minutes from TLS Committee</p> <p><u>Policies ratified at TLS committee (for awareness)</u> Restrictive intervention & Positive Handling Visitors Policy & Volunteer Helpers Pupil Premium Strategy Online Safety & Acceptable Use Remote Learning</p> <p>The remote learning policy – an amendment needs to be made to the policy. The Head Teacher has been gendered as “she”. Action: SC to make the necessary amendment to the Remote Learning policy.</p>	<p>SC</p>
13	<p>Minutes from Resources Committee</p> <p>The minutes for the meeting were uploaded to Governor Hub in advance of the Governors Meeting and SW gave a brief summary to those in attendance. ID conducted a walk around recently and noted that the School is in good condition and this is a credit to the new caretaker.</p>	

	<u>Policies ratified at Resources committee (for awareness)</u> Governor Expenses and Allowances Recruitment and Selection Policy Recruitment and Selection Checklist Code of Conduct for school-based staff Critical Incident Bus Continuity Plans	
14	Policies Disciplinary Policy and Procedure Staff – approved. Grievance Policy and Procedure for staff approved. Behaviour & Exclusions approved. Anti-bullying approved. Complaints approved. Supporting Pupils with Medical Conditions approved. Health and Safety (including Risk Assessments) approved. Pay Policy approved. Charging and Remissions Policy approved. Appraisal and Capability Policy approved.	
15	Correspondence/Complaints None received.	
16	AOB None	
17	Date of next meeting 20 th April 2023 AH thanked everyone for their attendance.	

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

Signed (Chair of Governing Body) Date: