



**FULL GOVERNING BODY**  
**OVERSTONE PRIMARY SCHOOL**

150 Sywell Road, Overstone, Northampton, NN6 0AG

**MINUTES of the FULL GOVERNING BODY MEETING**  
**Held on 27<sup>th</sup> April 2023 at 6.30 pm**

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

| No. | Subject  | Action |
|-----|--|--------|
| 1.  | <b>ATTENDANCE AND APOLOGIES</b><br>Apologies were received and accepted from Bridette Ledgerwood.<br>ID had given prior notice that she would be late; she arrived at 6.42pm during item 3.  |        |
| 2.  | <b>PECUNIARY INTERESTS AND DECLARATION OF INTEREST</b><br>None declared.   |        |
| 3.  | <b>MINUTES OF PREVIOUS MEETING</b><br>SW confirmed that she had rectified the errors which EH picked up in relation to the minutes of the meeting on 7 <sup>th</sup> February 2023.<br>The minutes of the previous meeting of 7 <sup>th</sup> February 2023 were approved and signed by the Chair.<br><b>Chair to email minute approval and a copy of the minutes to Julie Barker (admin@overstoneprimaryschool.org.uk) for school file and display on Governor Noticeboard.</b>   | AH     |
| 4.  | <b>MATTERS ARISING</b><br>None not covered elsewhere in the Agenda.  |        |
| 5.  | <b>HEADTEACHER'S REPORT</b><br>This is on Governor Hub. Points SC raised specifically:- <ul style="list-style-type: none"><li>• General bits are included on the Report to make Governors aware that Staff are under pressure and ensuring compliance with various rules/requirements have been time consuming. SC thinks some of those issues have come to an end.</li><li>• All correspondence with parents now goes through OPS Admin other than AL who contacts parents directly. She is putting in place boundaries on her time to ensure she isn't overloaded with this.</li><li>• Mel is off on her final University placement which has meant AL is in the classroom in Reception again.</li></ul> |        |



- Building- SC gave a brief update as to EdPod. SC noted that Ms Broderick did not have an Easter break because she was project managing the EdPod. SC wants to offer her a day off in lieu. This was agreed by Governors.
- The Ed Pod is behind schedule due to the weather and drainage issues.
- SC produced an Assessment powerpoint which was discussed in detail at TLS (see TLS minutes). The intention is to put focus onto Y2 but the general picture is good- 2 weeks away from SATS and DD happy that Y6 are ready.
- **Question- Have single year classes made any difference to the previously identified gap/ dip in progress between Y2 and Y3?** Governors were advised that the dip is a lot less than previously due to the amount of work done in Y2. Currently, the data is not showing any dip in progress.
- SC spoke to cluster heads who want to do a writing moderation task which would be useful to assist with benchmarking.
- SDP- This needs updating
  - There have been some changes in some subjects in relation to schemes used- introduction of Kapow schemes in Art, DT, History and Geography.
  - Peter Grindrod visiting again next month, working particularly on student voice.
  - 12<sup>th</sup> May- KS2 School Councillors visiting Barry Primary School to find out differences between Schools (Barry is very urban vs OPS rural).
  - Eco Council visited Overstone Gate building site recently.
- Staffing- original plan was to use some of the carry forward to free up HLTA but child in Y2 with 1-1 support may not be leaving as expected in August so his two support staff cannot be freed up from September. SC is waiting to hear whether the School will receive additional funding if he stays. If we do, we can use agency staff member for Winter term to relieve pressure.
- Everything is getting more expensive so SC is loathe to dip into the carry forward any more than needed.
- **Question- Have any resignations been received?** Yes, one received from a 1-1 TA support. This will be advertised. It is a shame this person is leaving as she does a lot for the School on top of her TA role.
- One TA has dropped hours temporarily due to family circumstances. This may be permanent next year.
- EYFS- School is full for 2023 intake, as are Sywell.
- PP- Currently there are 23 PP children. 3 are leaving in August.



|                  |   |  |
|------------------|---|--|
|                  | <ul style="list-style-type: none"> <li>• Sports Premium- £3,428.78 left to spend. Tennis coaching expected to be paid for out of this.</li> <li>• Training- lots of sports training (using up Sports Premium). SEN focus in staff meetings to raise awareness.</li> <li>• Bullying Incident- 1 investigated. Is in the black folder in the office. School outcome- didn't think it was a bullying incident. SC confirmed this was the incident mentioned at last FGB.</li> <li>• Attendance lower than SC would like but above national average. Persistent absentees- 19.</li> <li>• <b>Question- Will there be a free book for King Charles' coronation like there was for the Jubilee?</b> School not aware of anything but this would be good.</li> </ul>   |  |
| <p><b>6.</b></p> | <p><b>PUPIL PROGRESS UPDATE/ DATA</b><br/>This was covered in the Headteacher's Report.</p>   |  |
| <p><b>7.</b></p> | <p><b>SCHOOL IMPROVEMENT PLAN/SEF</b><br/>The update on this is covered in the Headteacher's Report.</p>  |  |
| <p><b>8.</b></p> | <p><b>BUDGET and THREE YEAR PLAN</b></p> <p>ID advised that the budget was reviewed and approved by Resources Governors. A few headline points:-</p> <ul style="list-style-type: none"> <li>• We have a carry forward of £173,520. We have factored in pay rise (currently unfunded). Other costs have increased significantly including cleaning (9% rise), consumables, teacher absence insurance (more staff), (Resources recommending that this policy remains due to risk), building costs and furnishings for EdPod all allocated in budget as some paid last year, some paid this year.</li> <li>• All increases in the budget were essential.</li> <li>• Resources discussed minibus lease which expires next year- will consider whether this is required again next year.</li> <li>• Issue finding staff including Clerk! Noted that TA roles are paid poorly and retail often pays more for better hours. TAs add significant value to education.</li> </ul> <p>A staff wellbeing fund discussed at Resources. We can't use Schools Block Funding for this but could use income from Breakfast/ After School Club or rentals. SC speaking to Kingsthorpe Grove Bursar and they have set up Staff Wellbeing Cost Centre. She is going to send SC details of how they have set it up.</p> <p>A Governor made a suggestion of using Amazon wish lists to be funded by FOOPS for classroom wish list e.g. new reading books or classroom items. It was noted that Teachers often purchase these items out of their own money.</p> <p>Governors approved and ratified the 2023/24 Budget and 3 Year Plan.</p> |  |



|            |   |                                      |
|------------|---|--------------------------------------|
| <p>9.</p>  | <p><b>GOVERNOR ACTION PLAN</b></p> <p>A number of updates have been made to the latest version which is available on Governor Hub. EH reported the following:-</p> <ul style="list-style-type: none"> <li>• 2.1 History- should be green.</li> <li>• 3.3 SEN- should be amber as HW has started work.</li> <li>• 3.5 Sports Premium- SW and SC to arrange a meeting to review spending.</li> <li>• 3.7 Character Muscles- Do Governors want to visit class to see use of Character Muscles? It was agreed we did.</li> <li>• 5.2 Events- ID has circulated survey for events this term.</li> <li>• 5.3 Website- It was agreed that we would make sure statutory information is on there and then purchase a new website design as it is outdated. SC advised that the Behaviour Policy should be on there as should the Pupil Premium figures. SW to check and update review and notify TLS.</li> </ul>   | <p>SW/ SC</p> <p>SW</p>              |
| <p>10.</p> | <p><b>GOVERNANCE MATTERS</b></p> <p><u>Governor Terms of Office</u><br/>SW's term of office has expired. She confirmed at the last FGB meeting she was happy to stand again but this was not minuted. SW agreed to stand for a further 4 year term as co-opted governor. AH proposed this and KH seconded this. EH will update Governor Hub.</p> <p><u>Governor Vacancies-</u><br/>There was a discussion as to the number of vacancies. It was agreed there should be 1 vacancy but SW will check the constitution and confirm at the next meeting. AH is going to contact Directors of larger local firms e.g., Barclaycard, Travis Perkins, Weetabix and Igloo Books to see if they have anyone who wants to get involved in the community.</p> <p><u>Governor Training</u><br/>None recorded.</p> <p><u>Clerk</u><br/>This role is currently vacant. SC to ask staff in case anyone wants to take on the role. A staff member may be conflicted on certain items on the Agenda.</p> <p>The Chair reminded Governors to be mindful of what is said in meetings given the Minutes are published. It was agreed that the Minutes are there to show an outcome and any important discussions as to how decision reached, not to be a narrative.</p> | <p>EH</p> <p>SW<br/>AH</p> <p>SC</p> |
| <p>11.</p> | <p><b>GOVERNOR VISITS/ REPORTS</b></p> <p>There is the folder on Governor Hub where Governors are to upload any visits they undertake. The exceptions to this are safeguarding and SEN visits- as there are separate folders for these. It was noted that these should only be visits for specific GAP related purposes, not general attendance. <b>Question- Why is there not one folder for the academic year?</b> There is no reason for this and it was agreed EH will look at the folder and rationalise it.</p>   | <p>EH</p>                            |



|                   |  |                         |
|-------------------|--|-------------------------|
| <p><b>12.</b></p> | <p><b>MINUTES FROM TLS COMMITTEE &amp; MATTERS ARISING</b></p> <p><b>Uniform Policy-</b> EH noted that TLS agreed this is a School policy but TLS happy to add input where needed.</p> <p>EH advised that in light of the proposed new primary school at Overstone Gate, there was the suggestion of a Governor working group looking at how we ‘Promote the School’. Governors felt strongly that the School is traditional and has an excellent community feel, both things which need highlighting. Janice Mardell’s video was really good at portraying the feel of the School. It was suggested that SC video any events that could be used for future videos. It was agreed a working party of HW, KH and AH be set up. A staff member is also going to be asked to join and feedback requested from School Council.</p> | <p>AH<br/>KH<br/>HW</p> |
| <p><b>13.</b></p> | <p><b>MINUTES FROM RESOURCES COMMITTEE &amp; MATTERS ARISING</b></p> <p>SW apologised as she was taking the Minutes from the Resources meeting on 20 April but had not uploaded them to Governor Hub in advance of this meeting. ID gave a brief rundown of the salient points coming out of the Resources meeting.</p> <p>The following Resources policies were ratified:-</p> <ul style="list-style-type: none"> <li>• Whistleblowing Policy</li> <li>• Budget and 3 Year Plan</li> <li>• SFVS</li> <li>• Service Level Contracts and Agreements</li> </ul> <p>Asset Management Plan and Condition Survey to be carried forward to next FGB as Resources have not received this yet.</p>   |                         |
| <p><b>14.</b></p> | <p><b>POLICIES</b></p> <p>No comments were received by the Chair on the policies to be ratified by Governors. EH noted that the Single Equality and Accessibility Policy was not on the Agenda but stated that the plan forming part of this policy was to be reviewed annually. This has been done by DD and SC and this was minuted accordingly.</p> <p>The following policies were ratified:</p> <ul style="list-style-type: none"> <li>• Succession Policy</li> <li>• Inclusion and Special Educational Needs Policy</li> </ul>  |                         |
| <p><b>15.</b></p> | <p><b>CORRESPONDENCE</b></p> <p>None received.</p>   |                         |
| <p><b>16.</b></p> | <p><b>ANY OTHER BUSINESS</b></p> <p>None</p>   |                         |
| <p><b>17.</b></p> | <p><b>DATE OF NEXT MEETING</b></p> <p>The next FGB Meeting will be a virtual one on 8<sup>th</sup> June 2023 at 6.30 pm.</p>   |                         |



|  |  |  |
|--|--|--|
|  | KH and EH will set this up using school email addresses. |  |
|--|--|--|

End of meeting 8.29pm.