



OVER PRIMARY SCHOOL
Minutes of the Full Governing Body meeting held on
Thursday 23rd January 2025 at 6pm in School

Membership of the Full GB of Over Primary School:			
Emma Clayton	EC (Headteacher)	Clare Flegg	CF
Cathy Martin	CM (Chair)	Vicci Godbold	VG
Tobias Bown	TB (Vice-Chair)	Hannah Hackett	HH
Will Bidwell	WB	Juliet Heald	JH
Simon Birch	SB	Victoria Moody	VM
Abi Carter	AC	Emma O'Brien	EO'B
Claire Blewett	CB	Gemma Stannard	GS

Charlene Monk	CMonk (Clerk)
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FGB 3 2024- 25	Minutes	
Order	Item	Lead
1	Welcome by the Chair of Governors, Apologies for Absence and Declarations of Interest	
	The chair welcomed all to the meeting, including the four new governors. Governors present in person were Emma Clayton (EC Headteacher), Cathy Martin (CM -Chair), Will Bidwell (WB), Simon Birch (SB), Abi Carter (AB), Claire Blewett (CB), Clare Flegg (CF), Juliet Heald (JH), Victoria Moody (VM), Emma O'Brien (EO'B), Gemma Stannard (GS), Vicci Godbold (VG), who arrived at 6.07pm and Hannah Hackett who arrived at 6.08pm. In attendance was Charlene Monk (Clerk - CMonk).	
1.1	Apologies were received and accepted from Tobias Bown (TB). CM (Chair) chaired the meeting in her capacity as chair.	
1.2	The meeting was quorate.	
1.3	Declarations of Pecuniary Interest relating to items on the agenda VG declared pecuniary interest for her role of Education Director.	
2	Governor Business	
2.1	Welcome new Governors The chair officially welcomed new Governors: Simon Birch (SB), Associate Member; Claire Blewett (CB) Co-opted Governor; Victoria Moody (VM) Co-opted Governor; and Emma O'Brien (EO'B) Parent Governor to the Governing body.	

2.2 2.3	Governor Appointments The Chair informed all that since the last Governing body meeting held on 21st November 2024, a Co-opted Governor had resigned resulting in a Co-opted Governor vacancy. As Simon Birch (SB) is currently an Associate member, the Governing body decided to nominate Simon Birch (SB) for the Co-opted Governor role. Decision: Governors unanimously elected Simon Birch Co-opted Governor. Action: (CM Clerk) to undertake paperwork for Co-opted Governor role. Vacancies and recruitment for: • One Staff Governor The Headteacher informed the Governing body that staff were notified of a Staff Governor vacancy at the beginning of November 2024, but unfortunately no applications or interest had been received.	CM Clerk
3	Minutes and action points of the last meeting held on 21st November 2024 for approval.	
3.1	The minutes, including confidential minutes, were agreed as a true record and will be signed electronically by the Chair on Governor Hub. Action points from meeting held on 19th September 2024 1.2 All Governors to complete the Declaration of Interest statement on Governor Hub before the next meeting, action closed. 4.4 All Governors to complete the Declaration of Interest statement and confirmation statements on Governor Hub before the next meeting, action closed. 8.0 Governing Board to review Equality objective progress at FGB in Summer 2, July 2025, ongoing 8.0 Headteacher to remove the name of the Equality Link Governor (under heading Roles and Responsibilities), action closed. 10.1 All Governors to read and sign the Keeping children safe in education (KCSiE) 2024 on Governor Hub before the next meeting, action closed. 10.2 All Governors to read and sign the Safeguarding and Child Protection Policy on Governor Hub before the next meeting, action closed. 12.2.1 Headteacher to confirm Pay Policy amendments, Appendix D: Recruitment and Retention Allowances or Benefits needs and Appendix H: Support Staff pay scales both sections incomplete, ongoing. Action points from this meeting held on 21st November 2024 4.3 Convene a Salary Committee if required, action closed. 5.1 Headteacher to follow up and confirm access and roles required to categories concerns, action closed. 7.1 CM, Clerk to add Governors Skills Audit as an agenda item to the January 2025 FGB meeting agenda, action closed. 8.4 Parent consultation, ongoing. 8.4 Governors to conduct a staff consultation at the end of the academic year, ongoing.	

3.2	12 Chair to provide an update for the school newsletter by the end of the Autumn Term, action closed. 13.3 *Confidential Action Point* one action closed: one action outstanding. No matters arising from the minutes. Governors to agree any urgent items for discussion under AOB. The Chair of Governors would like to raise the following: Deficit Licence application	
4	Raising Standards	
4.1 4.2 4.3 4.4	Headteacher's Report (verbal) The Headteacher's report was uploaded to Governor Hub prior to the meeting. The Headteacher, provided a verbal summary of the report to the Governing body highlighting the successes and challenges. <u>English</u> As mentioned previously writing is moving away from the CUSP writing curriculum to a 3-phase model supported by the LA. Teachers are adapting the CUSP units to fit the needs of their class and are currently waiting for Local Authority training taking place in February 2025 for writing. Due to workload capacity and being mindful of staff wellbeing the headteacher proposed to the Governing body that teachers plan one unit in Spring 2 using the 3-phase model, with full implementation from Summer 1. Decision: Governors agreed the proposal to implement the 3-phase model for writing from Spring 2 to Summer 1. Action: Headteacher to consider the proposal to implement the 3-phase model for writing from Spring 2 to Summer 1, and raise during the next (RIG) meeting. <u>Governor questions/challenges/support followed:</u> Question: Is the headteacher's preparation for staff appraisals time consuming? A: No. The staff appraisal is an individual self-reflective process where preparation work is required by the staff member. Staff appraisals are an essential tool to ensure that the Headteacher holds staff to account for their practice which continues to improve standards. Question: The Rapid Improvement Group (RIG) being offered by the LA, is currently providing support to the school however what is the longevity when the school is no longer part of the RIG? A: The headteacher stated that school improvement is part of the headteacher's responsibility. Support from a RIG is always short-term, but by taking onboard the support that we are currently being offered by the RIG and embedding good practice in our school, we are putting things in place which will enable our school to continue moving forward. However, it was acknowledged that when we are no longer part of the RIG, our access to CPD will be limited due to our financial	Headteacher

	constraints. The RIG is giving us free support from English and Maths Advisers, beyond what we have paid for as part of The Primary Offer. Question: Due to the school's deficit budget is it now the governing body's priority to discuss/investigate further the options for academising? A: Moving to become an academy will not resolve the school's current financial issues. However, academisation is something that we should continue to inform ourselves about. All agreed that academisation should be added as a future agenda item for consideration and further discussion. Question: In relation to Subject Leaders, do all subjects have a Leader? A: Yes, this is incorporated within the School Development Plan. For now, the focus is on developing the core leaders in maths and English, with a plan for supporting the remaining subject leaders in the summer 2025. Question: In relation to CPD, is there any training/support that staff members can access in the local school network? A: The school cluster offers a network of support for building relationships with colleagues and can be used to share best practice, but it is not a platform for specific training. Question: In relation to the new school rules beginning to be embedded across the school, can you explain the idea around 'no hands up' and 'talk partners'? A: The idea around the introduction of 'no hands up' and 'talk partners', is to reinforce a change of mindset through encouraging thinking and engagement of all pupils in order for all children to actively participate in lessons. 'No hands up' requires a child to be prepared with an answer at any time. In addition, a 'talk partner' enables discussion between two children in order for all children to be ready and prepared with an answer to the teacher's question. The headteacher confirmed that there had already been a noted shift in mindset with children being ready. Question: In relation the SENDCo not having enough hours in her 1 day to meet with all parents and carers of children with an identified special educational need and run TAF meetings, is there any Local Authority (LA SEN) support? A: As the SENDCo is no longer new in role the SENDCo is no longer supported formally by the LA, however the SENDCo can email for advice as needed. Action: Headteacher to raise at RIG meeting being held 6th March 2025, the concerns around the sustainability of the SENDCo role. TAF meetings need to be run by the SENCo for children whose families need additional support. Question: As Headteacher do you intend to reply to parents regarding the feedback received around the new school rules? A: Yes, the headteacher presented to the governing body the letter responding to parents regarding the new school rules. The letter outlines the changes due to the feedback received. The letter will be sent out to all parents soon.	Headteacher
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4.5	The headteacher informed the governors that parent input made a difference around the implementation of the new school rules. Question: Could the school outsource the Little Wandle ‘Three Reads’ to volunteers to free up Teaching Assistant time? A: It would be challenging to cover regular weekly slots with volunteers. Question: Who is the school’s IT provider? A: ICT services is the school’s IT provider. Laptops belong to school through the IT service. A number are now old and not functioning efficiently leading to frustration in delivering the curriculum. Action: Headteacher to confirm how many laptops require replacing. Question: With reference to pupil voice and the school’s council, will this be shared more widely with parents? A: School Council is run by a teacher, with focused projects. Action: Headteacher to contact the teacher who runs school council to provide an update to parents every half term. Question: With reference to the targeted children identified to make accelerated progress, how many children does this relate to? A: The targeted children have been identified based on need, who will, with support, hopefully make Age Related Expectations (ARE). Typically, this is between 6-8 children in each class, for reading, writing and maths. Question: What is the timescale for targeted child progress review? A: Target child progress is reviewed termly, at the next Pupil Progress Meeting. The governing body collectively thanked the headteacher for providing a clear and explicit Headteacher report summary. Draft Minutes of Standards Meeting The Chair apologised that the draft minutes of the Standards meeting, 9th January 2025, not being available to the governing body on Governor Hub prior to the meeting. The reason for uploading the Committee meeting minutes prior to the FGB meeting, is so that all governors are aware of the business of the whole governing body. The Headteacher, therefore, provided an overview of the discussions that took place during the Standard Committee meeting. • Clear curriculum priorities were highlighted, ensuring that governors have a good knowledge and accurate understanding of where school is at, and the next steps required. • Areas of underachievement were identified and clarification provided of how these were being addressed through targeted interventions • The Headteacher was asked to provide further analysis of data, for those vulnerable groups, to ensure that their needs are being addressed • Safeguarding is seen to underpin discussions at all levels	Headteacher Headteacher
5	Governor Audits	

5.1	Individual governor skills audits The Chair informed all that the Governor skills audit is normally undertaken in September at the start of the academic year. However, it was agreed for this task will be postponed until January 2025 until new Governors were appointed. The NGA skills audit template had been used in the past to evaluate the individual skills and training needs of governors. Action: CM(Clerk) to email skills audit document for all Governors to complete and collate responses to share at next FGB meeting for discussion.	CM(Clerk)
6	Wellbeing	
6.1	Staff As covered under agenda item 4.4 Headteacher report staff are working very hard. Being mindful of staff wellbeing the headteacher proposed exploring and implementing the 3-phase model for writing from Spring 2 to Summer 1. Question: Are the staff benefiting from the LA (RIG) support? A: Yes, feedback received from staff regarding the LA support has been very positive.	
6.2	Headteacher The governing body are responsible for the Headteacher's wellbeing. The headteacher confirmed that protected headship time (that has been prioritised in the Headteacher Appraisal Targets) is continuing to be invaluable/critical to the wellbeing of her headteacher role.	
6.3	Pupils The headteacher informed all that at the beginning of the academic year (September 2024), some incidents of bullying behaviour had been evident however with the full implementation of the Anti-Bullying Policy and systems in place, this type of behaviour has significantly reduced. Question: Was it possible to identify the root cause of the bullying behaviour? A: As we know, as a Therapeutic School, the bullying behaviour stems from negative experiences at school, leading to unhelpful feelings, leading to detrimental behaviours. The cases where bullying behaviours were shown had been managed highly effectively through clear processes and regular parent meetings. Question: Would it be possible to have a worry box for example to serve as a safe space for children to express their concerns without fear of judgment or consequences? A: Currently there is no whole school formal approach to this. The challenges around a worry box are that it is difficult to manage on a daily basis. However, the headteacher felt assured that all children had identified trusted adults in school, so they could share their worries. Question: How is pupil wellbeing monitored? A: This is monitored through trends on myconcerns, informal conversations with children, feedback from parents, and from observations/drop-ins.	

	Question: Is there a need for a designated Wellbeing Governor? A: The Headteacher is responsible for the wellbeing of the staff and pupils. Governors are responsible for that of the Headteacher, which is done through regular meeting with the Chair of Governors and the HT Appraisal process. There is a risk of blurring boundaries if the governors take on a designated role beyond that with the Headteacher. Question: Could pupil wellbeing be incorporated into Governor visits? A: Yes, pupil wellbeing can be incorporated into Link Governor monitoring visits where the Governor ask a few questions. The Chair has a bank of pupil wellbeing questions that she will put on GovernorHub Decision: Governors agreed to incorporate wellbeing in Governor visits Action: Chair to add wellbeing and safeguarding to the Governor visit monitoring form template, and upload a bank of pupil wellbeing questions to GovernorHub	Chair of Governors
7	Safeguarding Update	
	The Safeguarding Link Governors conducted a safeguarding audit with the Headteacher on 9th December 2024. The Governor Safeguarding Monitoring Visit 09.12.24. and the Safeguarding monitoring checklist had been uploaded to GovernorHub in advance of the meeting. The Local Authority will be conducting a Safeguarding (in depth) review, on Thursday 30th January 2025. The headteacher reported that there had been one suspension this term, for 2.5 days.	
8	Governor Monitoring and Development	
8.1	Governor visits The Governor Monitoring Schedule was discussed during the meeting and the new Governors were allocated second Link Governors as follows: • Second Safeguarding Link Governor - Juliet Heald (Also LAC Governor) • Second Phonics and Early Reading Link Governor - Emma O'Brien • Second Literacy Link Governor - Claire Blewett • Second Maths Link Governor - Victoria Moody • Second SEND Link Governor – Simon Birch Appointment of new governors to committees Committee membership was discussed. Resources Committee The following governor was appointed to the Resources Committee: Victoria Moody (VM) Standards Committee The following governors were appointed to the Standards Committee: Claire Blewett (CB), Emma O'Brien (EO'B) and Simon Birch (SB).	

8.2	Governor training The Governor skills audit will identify training needs. Hannah Hackett (HH) will be attending the Governor Termly Briefing update being held on 27 th February 2025.	
8.2.1	Feedback from training attended Nothing to report as no Governor training attended.	
9	Policies	
9.1	Policies for Approval	
9.1.1	Governors' Behaviour Principles The Governors Behaviour Principles was uploaded to GovernorHub prior to the meeting. These principles provide the guidance to the Headteacher to draw up the school's behaviour policy. Decision: Governors approved the Governors' Behaviour Principles	
9.1.2	Bereavement and Loss Policy The Bereavement and Loss Policy was uploaded to GovernorHub prior to the meeting. The policy is a Winston's Wish policy, created by those who have directly experienced loss. The next step is for the headteacher to consult with families and parents and bring back to the Fully Governing body (FGB) for final approval. Question: Is there a way of school being aware of a bereavement that a child would have experienced before starting at the school? A: Notes from preschool or home visits would possibly highlight a child that had suffered a bereavement. Headteacher and Governors to consider a process for capturing information regarding children who have experienced a bereavement. Potentially a comments box could be added to the reception and new starter form. Action: Bereavement and Loss Policy to be brought back to the next FGB. CM Clerk to add to next FGB agenda	
9.1.3	Freedom of Information Policy The Freedom of Information Policy was uploaded to Governor Hub prior to the meeting. Decision: Governors approved the Governors Freedom of Information Policy	CM Clerk
9.1.4	Looked after Children Policy The Looked after Children Policy was uploaded to Governor Hub prior to the meeting. Decision: Governors approved the Governors Looked after Children Policy	
9.1.5	Mobile Phones Policy	

	The Mobile Phones Policy was uploaded to Governor Hub prior to the meeting. Discussions took place around point 3.1. It was agreed to rephrase to read Year 4 and below to not have a mobile phone in school. Decision: The Governors Mobile Phones Policy based on a minor amendment was approved.	
10	Communication	
10.1	Communication to Parents The Chair will include the publishing of a termly governor update, during the Easter term, in the school's newsletter by providing a summary of the ongoing impact of the Governing body meetings informing parents how Governors are supporting the school.	
10.2	Plan for stakeholder consultations Governors discussed how to consult with stakeholders. <u>Pupils</u> As noted at the last FGB meeting, it was agreed that this year Pupil voice would continue to be collected through governor monitoring visits. <u>Parents</u> As noted at the last FGB meeting, Governors agreed to hold a parent consultation at the end of the spring term. <u>Staff</u> As noted at the last FGB meeting, Governors agreed to conduct a staff consultation at the end of the academic year based around wellbeing.	
11	Any Other Business	
11.1	Deficit Licence Application When a school ends the financial year in deficit, the procedures are that the school must submit a robust recovery plan to clear the deficit within no more than three years and that the school will be required to complete deficit monitoring returns. The Chair informed the governing body that the school will be required to apply for a Deficit Licence and must complete a Deficit Licence application form and provide a three-year governor approved budget and recovery plan detailing how governors will balance the school budget within 3 years. Governors were reassured that the financial position, was not due to the mismanagement of finances and that the LA is aware of our financial circumstances. The Chair proposed to the governing body applying for a loan in principle of up to the sum of £80,000.000. Decision: Governors approved the application of a deficit loan in principle of up to the sum of £80,000.	
12	Impact of meeting - reflect on effectiveness and impact of governance from this meeting.	
	At this meeting Governors have continued to raise standards by: • Welcoming new Governors who are bringing experience from a diverse range of the community, thus enhancing the skills of the Governing Body	

	- Commissioning a Skills audit to identify training requirements and areas of focus so that the Governing Body remains well informed - Assigning second Link Governors to the school's priority areas on the Governor Monitoring Schedule, to ensure effective governor monitoring visits linked to core subjects and targeting school improvement priorities - Challenging the Headteacher on her report to ensuring all standards are being met - Reviewing and approving the Governors' Behaviour Principles which provide the basis of the school's behaviour policy, and reflect the ethos of the shared aspirations of all stakeholders - Carrying out a Safeguarding Review to ensure that the school continues to be a place where children's safety and wellbeing is paramount - Reviewing the subject action plans for the priority areas which are targeting continued improvement in standards for pupils	
15	Dates of next meetings – all IN PERSON at the school	
	6 March 2025 at 6.00pm 8 May 2025 at 6.00pm*(BUDGET) 17 July 2025 at 6.00pm	

The meeting closed at 8.00pm

APPROVED BY THE GOVERNING BODY:

DATE:.....**Chair**.....

FGB 2 2024-25	Action points from meeting held on 19th September 2024	Lead	Timeline
8.0	Governing Board to review Equality objective progress at FGB in Summer 2, July 2025.	CM(Clerk)	FGB Summer 2 agenda
12.2.1	Headteacher to confirm Pay Policy amendments, Appendix D: Recruitment and Retention Allowances or Benefits needs and Appendix H: Support Staff pay scales both sections incomplete, ongoing.	Headteacher	Next FGB
FGB 3 2024-25	Action points from meeting held on 21st November 2024		
8.4	Parent consultation	Chair of Governor	Summer Term
8.4	Governors to conduct a staff consultation at the end of the academic year	All	End of year
13.3	*Confidential Action Point* one action closed; one action outstanding.	Headteacher	Next FGB
FGB 4 2024-25	Action points from this meeting held on 23rd January 2025		
2.2	CM (Clerk) to undertake paperwork for Co-opted Governor role.	CM (Clerk)	Asap
4.1	Headteacher to consider the proposal to implement the 3-phase model for writing from Spring 2 to Summer 1, and raise during the next (RIG) meeting.	Headteacher	Next FGB
4.1	Headteacher to raise at RIG meeting being held 6 th March 2025, the concerns around the sustainability of the SENDCo role. TAF meetings need to be run by the SENDCo for children whose families need additional support.	Headteacher	Next FGB
4.1	Headteacher to confirm how many laptops require replacing	Headteacher	Asap
4.1	Headteacher to contact the teacher who runs school council to provide an update every half term.	Headteacher	Next FGB

5.1	CM(Clerk) to email skills audit document for all Governors to complete and collate responses to share at next FGB meeting for discussion.	CM (Clerk)	Next FGB
6.0	Chair to add wellbeing and safeguarding to the Governor visit monitoring form template.	Chair of Governors	Asap
9.1.2	Bereavement and Loss Policy to be brought back to the next FGB. CM Clerk to add to next FGB agenda	CM (Clerk)	Next FGB