



OVER PRIMARY SCHOOL
Minutes of the Full Governing Body meeting held on
Thursday 8th May 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)	Hannah Hackett	HH
Tobias Bown	TB (Vice-Chair)	Juliet Heald	JH
Will Bidwell	WB	Victoria Moody	VM
Simon Birch	SB	Emma O'Brien	EO'B
Abi Carter	AC	Gemma Stannard	GS
Claire Blewett	CB		

Charlene Monk	CMonk (Clerk) Attended remotely
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FGB 5 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. Governors present in person were Emma Clayton (EC Headteacher), Cathy Martin (CM -Chair), Will Bidwell (WB), Simon Birch (SB), Claire Blewett (CB), Abi Carter (AB) Clare Flegg (CF), Juliet Heald (JH), Victoria Moody (VM), Hannah Hackett (HH) and Emma O'Brien (EO'B who arrived at 6.04pm). In attendance remotely was Charlene Monk (Clerk - CMonk). 1.1 Apologies were received and accepted from Gemma Stannard (GS), and Tobias Bown (TB). CM (Chair) chaired the meeting in her capacity as chair. The meeting was quorate. 1.2 Declarations of Pecuniary Interest relating to items on the agenda None.	
2	Governor Business	

2.1	Election/Re-election/Resignation None.	
2.2	Vacancies on the Governing body and recruitment: The board currently has two vacancies for a Local Authority Governor and a Staff Governor. LA Governor The Chair and Head have met with a potential Governor, the application was received through Governor Services. The Governing body discussed the application noting that the candidate's skills and experience (legal background with experience of, governance, SEND and safeguarding) would enhance the governing body. Decision: All Governors present collectively agreed, to appoint Emily Jones as Local Authority Governor. Action: CM (Clerk) to undertake all necessary paperwork for newly appointed Local Authority Governor. Staff Governor The Headteacher has previously informed the Governing body that staff had been notified of a Staff Governor vacancy at the beginning of November 2024, but unfortunately no applications or interest had been received. To be re-evaluated in the future.	CM(Clerk)
3	Minutes and action points of the last meeting held on 6th March 2025 for approval.	
3.1	The 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 8.0 Governing Board to review Equality objective progress at FGB in Summer 2, July 2025, ongoing. 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 8.4 Parent consultation, ongoing. 8.4 Governors to conduct a staff consultation at the end of the academic year, ongoing. Action points from meeting held on 23rd January 2025 2.2 CM (Clerk) to undertake paperwork for Co-opted Governor role, action closed. 4.1 Headteacher to raise at RIG meeting being held 6th March 2025, of concerns around the longevity of the SENDCo role. TAF meetings need to be run by the SENCo for children whose families need additional support, action closed. Action points from meeting held on 6th March 2025 2.3 CM (Clerk) to add declaration for all Governors to read and sign the Whistleblowing Policy on Governor hub, action closed.	

3.2	5.3 Headteacher to share key SATS dates with Governors via Governor hub, action closed. 7.0 CM (Clerk) to provide a Governor training report to each FGB, action closed. No matters arising from the minutes. Governors to agree any urgent items for discussion under AOB. None	
4	Raising Standards	
4.1	Headteacher's Report (Verbal) The Headteacher's verbal report was uploaded to Governor Hub prior to the meeting, along with Spring Whole School Data 24-25 Report. The Headteacher noted that the report had been recently updated and drew Governors to the updates in the 'successes' section, namely: • PAT (purpose, audience, text type) staffing meeting led by English Adviser, to ensure all teacher plans the purpose, audience, effect on reader and techniques to achieve that before each unit. Follow up staff meeting next week – real focus for planning. Clarity in sentence • The EYFS timetable has changed to allow for extended continuous provision. Maths and English challenges assigned into busy learning for all children to complete. This will support readiness for Year 1 Governor questions/challenges/support followed: Question: A governor asked what PIVATs stands for? A: PIVATs stands for performance indicators for valued assessment and targeted learning. It is a tool used to assess and support pupils who are working well below age-related expectations, particularly those with SEND. It is being trialled in upper Key Stage 2 class as a diagnostic tool for SEN Support – to use school wide to improve inclusive practice through carefully planned next steps in APDRs and more easily showing progress for children with SEND. Question: Is the headteacher's wellbeing being sustained now, and is there a plan to manage? A: The headteacher notified Governors that her current workload is challenging with no time for the headteacher to lead on rapid improvement across the school as capacity taken with firefighting, HR processes, parental concerns, SENDCo work, including TAFs and SEN Support grievances. Question: A governor asked if the Rapid Improvement Group (RIG) will continue? A: There are no plans for the RIG meetings to stop. The school and Local Authority will decide when the school no longer needs targeted support from the LA teams. EC anticipates RIG meetings will continue for at least one additional year. Question: Would academisation be a possibility? A: Academisation is an option for Governors to explore. Question: Can a teacher cover the SENCo role?	

	A: From a pay element a teacher can cover the SENCo role, however they would need to be given time to undertake this as a Headteacher cannot direct their time outside the 1265 hours. Question: With reference to the end of key stage data and targets (Year 2 & Year 6) why is the data down/low? A: We have spent time ensuring all teachers know how to assess accurately, so writing results in particular look lower than last year's for Year 2, as their Year 1 results were not validated through moderation. It is pertinent to note that every class in the school in Key Stage 2 has had one year of their school journey with a supply teacher as their teacher. This has led to significant gaps in learning, which can only be addressed through high quality teaching, due to lack of funding for support staff. Question: A governor asked the Headteacher if the data was expected? A: The Headteacher was disappointed that not many pupils made accelerated progress however acknowledged that not all pupils are meeting Age Related Expectations (ARE) due to high needs and the lack of support in class, without a Teaching assistant (TA). Next steps are to further identify and plan for the needs of all children, including inclusive practices being part of our universal offer. Question: A Governor asked if parents seem concerned about the data? A: No comments have been made but usually a parent's primary focus is on their individual child's progress, not whole-school data. Only Year 6 data is published. Question: Would the data impact admissions next year? A: The data is unlikely to have an impact on admissions for next year. Question: Is the Behaviour policy, now embed and a success? A: The headteacher does not have the current capacity to monitor and so there is no update on previous reports. Action: Governors to review/conduct a behaviour monitoring governor visit. Governors thanked the Headteacher and acknowledged that in one year's headship, she has worked amazingly hard, at setting expectations, and the foundations for improving the school.	
4.2	SDP The Spring Review for all SDP priorities was shared in advance of the meeting so, Governors can see progress around these. No questions were raised.	
4.3	Draft Minutes of Resources Meeting There were no minutes as the Resources meeting was rescheduled. The Resources Committee will be meeting on 16th May to review the draft final budget and deficit licence application An extraordinary FGB meeting was arranged to take place on 19th May at 7pm in order for the Governing body to approve the final budget and deficit licence application by the deadline of 23rd May 2025. No questions were raised.	

All

4.4	Draft Minutes of Standards Meeting The minutes had not been uploaded to Governor hub prior to the meeting. The Chair of Governors (CM) provided a summary of impact statements from the Standards Meeting held on 23 rd April 2025: • The Headteacher assured governors of a plan for pupils, that require targeting, by raising standards and the curriculum offer. • Acknowledging the impact of the new assessment management that will enable and identify effective targeting. • Improving spelling achievements across the school by addressing and challenging the whole school spelling programme. • Identifying areas to improve the ability to deliver the EYFS curriculum by focusing on resources (secure area) • Safeguarding underpinning discussions at all levels No questions were raised.	
5	School Budget	
5.1	Governors to approve the school budget As noted under agenda item 4.3 Draft Minutes of Resources Meeting, the Resources meeting was rescheduled from 1 st May to 16 th May, as the Committee were not in a position to write the final budget and deficit licence application. The headteacher is working with the School Finance Manager (SFM) on the budget however it is very complicated due to the situation the school is in financially. *Confidential Minutes*	
6	Wellbeing	

6.1	Staff The headteacher reported that staff who are working within the same year groups/classes as previous years, are happy and settled, however teachers working with new year groups are experiencing challenges due to replanning maths and English following LA training. Question: For the next academic year (2025-26) will teachers remain within the same year group/class as this year? A: All decision are made in the best interests of the children. The headteacher does not encourage lots of staff movement during a time of change and rapid improvement. However, if it is right for the children, teachers will remain within the same year group/class as this year. Teacher resignations can be given until May half term, so until this deadline is passed we will not know if we need to recruit a new teacher. This may mean a review of year groups is needed, depending on the outcome of any potential recruitment process.	
6.2	Headteacher The governing body are responsible for the Headteacher's wellbeing and continue to recognise the huge workload the headteacher is currently undertaking covering staff absence, additional SEND needs and HR processes which are severely impacting the headteacher's capacity. The C of G continues to regularly check in with the Headteacher. Governors continue to agree that the Headteacher should prioritise those actions which directly affect the standards of education for pupils.	
6.3	Pupils Pupils' wellbeing is being affected in some classes due to the witnessing of difficult behaviours from pupils who show difficult or dangerous behaviours. The school is engaging with the LA to look at addressing the behaviours and how to meet the pupils needs. Question: Have dangerous behaviour incidents reduced? A: Yes, the processes used to support children and the school with managing dangerous behaviours have been successful and we have not had any incidents of dangerous behaviour since the last FGB.	
7	Safeguarding Update	
	The Safeguarding Link Governor (CM) recent visit has centred around safeguarding conversation with the Headteacher and Office Manager. In summary: • The SCR up to date. • The Headteacher is working through the action plan created after the LA Safeguarding Review. • All urgent action items on the safeguarding review (30.01.24) are now complete. Action: Chair (CM) to produce a safeguarding visit report for next FGB meeting Summer 2.	Chair (CM)

8	Governor Monitoring and Development	
8.1	Governor visits No updates	
8.1.1	Maths Link Governor (TB) conducted a visit on 13 th March 2025. The report is available to view on Governor hub.	
8.2	Governor Training The Governor training report was uploaded to Governor hub prior to the meeting, which lists Governor training attended, and training booked. Training attended • In February CF attended the Governor's Role in Health and Safety. • HH and CM attended the Termly Governors Briefing. • In February CM also attended the Cyber Security for governors training. • In April VM also attended the SEND What Governors Need to Know. • In April SB and VM attended the New to Governance Introduction Training booked • CB and EO will be attending the New to Governance Introduction in May. • JH will be attending Analysing and Using Data and Developing and Monitoring the Primary Curriculum in June.	
8.2.1	Feedback from training attended. None noted	
9	Policies	
	Policies for Approval All policies deferred to the next meeting	
10	Communication to Parents	
	The Chair will include an item in the school newsletter at the end of the summer term 2 which will provide a summary of the ongoing impact of the Governing Body meetings and informing parents how Governors are supporting the school.	
11	Any Other Business	
	None	
12	Impact of meeting - reflect on effectiveness and impact of governance from this meeting.	
	At this meeting Governors have continued to raise standards by: • discussing essential expenditure to provide a clear direction for the Headteacher in preparing the budget • ensuring that the budget can continue to provide effective education • evaluating data in order to create clear plans to target areas of need • raising standards through the introduction of a new and more rigorous assessment process • discussing governing body succession planning and leadership, to identify and recognise individual capacity and skills to take on Chair roles for Committees and the FGB.	

	challenging the Headteacher on her Headteacher Report and data to ensure all standards are being met and that there are plan in place to address gaps	
15	Dates of next meetings – all IN PERSON at the school	
	17 July 2025 at 6.00pm 2025-2026 meeting schedule The Chair will collate dates for 2025-2026 meetings (FGB, Standards and Resources) in line with the format of 24/25 meeting schedule.	

The meeting closed at 7.43pm

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	FGB Summer 2 agenda
FGB 3 2024-25	Action points from meeting held on 21st November 2024		
8.4	Parent consultation	Chair of Governor	FGB Summer 2 agenda
8.4	Governors to conduct a staff consultation at the end of the academic year	All	FGB Summer 2 agenda
FGB 5 2024-25	Action points from this meeting held on 8th May 2025		
2.2	CM(Clerk) to undertake all necessary paperwork for newly appointed Local Authority Governor.	CM(Clerk)	FGB Summer 2 agenda
4.1	Governors to review/conduct a behaviour monitoring governor visit.	All	FGB Summer 2 agenda
7.0	Chair (CM) to produce a safeguarding oversight report for next FGB meeting Summer 2.	Chair of Governor	FGB Summer 2 agenda