



Minutes of Full Governing Body Meeting (Strategy focus)
Thursday 12th December 2024
(Virtual)

1. Welcome and Apologies (JM)

Adrienne Corr (Headteacher), Jana Murray (Chair), Marishelle Butler, Caroline Crowe, Matt Darby, Daniel Neal, Marina Slaney (Clerk). Apologies: Dominic McGrath (will join later during meeting), Guy Ladenburg, Lynda DeWolf, Katy Anglo.

The meeting was quorate throughout.

CC joined at 6.08pm

2. Update on annual pecuniary interests form (All)

No additions.

3. Declaration of interests in agenda items (All)

None.

4. Approval of Minutes from last meeting (JM)

Minutes approved and JM's signature added.

5. Actions update and matters arising (JM)

Action:- MS to add DN and LDW to WhatsApp group. LDW will join the meetings in the New Year.

ITEM	ACTION	WHO	COMPLETED
1	MS to add Katy to Hampshire Services for Schools.	MS	Yes
2	MS to send reminder to those who have not updated form.	MS	Yes
5	MS to send link KCSIE and Governors to confirm that they have read it.	MS	Yes
16	AC to message Governors re. dates for Governor subject visits	AC	Yes
17	MS to add numbers to WhatsApp group.	MS	

6. Headteacher's Report (written) (JM)

AC explained that a Year 5 child and Year 3 child will be starting on first day back after Christmas break (Monday 6th January 2025).

Questions from JM sent in advance:-

Q - Can you explain what extra steps are in place to ensure consistency across the one remaining class in applying the marking policy and how you evidence the impact of teacher



Minutes of Full Governing Body Meeting (Strategy focus)
Thursday 12th December 2024
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intervention/response to marking or feedback? How can a governor (Caroline?) monitor this? A -Regular book monitoring and follow-up. Evidence of impact seen already. Caroline can monitor through book looks. Notes made when doing scrutinies of evidence of impact of AFL where pupil's response showed impact of marking or of groups being adjusted/scaffolding in place.

Additional question asked – Q - Is this something that we need to be worried about for Ofsted? A - No teachers are meant to tick against learning objective, and also label whether it is independent, guided or support. When Sarah visited last week, Mrs Styles and AC looked at this and again could see the impact.

Q - It's great to see pupil conferencing about behaviour and really valuable feedback. 100% is excellent, well done! You said that you clearly communicated and followed through that rough behaviour during parachute games would lead to them coming off the rota. Can you please clarify, does this apply to all children or only those who were playing roughly? Do we need to add something into the behaviour policy regarding the rough play, perhaps referencing the astro turf? A - All children - we have split the KS1 and KS2 allocated times which reduces the number and will monitor more closely. I don't think we need to add in as it will be covered generally already and is not a constant issue.

Q - The school catering question needs to be added as an agenda item at a future meeting. I'd like to focus on data in this meeting and not become distracted by this, if possible. When is the deadline? A - I have to let the small school group know by end of December to go into the tendering process I'm afraid. Can it be added to this one as a discussion point, please?

DMcG joined at 6.20pm

7. Assessment and Data Drop (AC)

Q - Yr 6 Combined - how does 47% compare to where children are expected to be at milestone 1? How do you get the predicted outcome of 66%? A - Progress across the year with interventions. Not currently on track but interventions in place in hopes they will move to more on track as the year goes on.

Q - Yr 6 writing - how accurate is the teacher assessment for writing? How do Adrienne/Katy moderate teachers' assessments? A – It is accurate, and teachers' assessment are by internal and external moderation.

Following comments made re. data:-

- It was explained that Governors used to have data on all year groups which was overwhelming and difficult to analyse. Therefore, AC streamlined it, but she would flag up any concerns/headlines.



Minutes of Full Governing Body Meeting (Strategy focus)
Thursday 12th December 2024
(Virtual)

- AC added that for this cohort of Year 6 (and next year's) they did not do KS2 SATs exams due to Covid pandemic. However, AC can do progress matrix to show where pupils were at end of Year 3 to where are now, therefore can see progress from previous year.
- Year 6 combined - Milestone 1 - currently predicting 47% are on track, however predicting to get up to 66% with interventions identified at PP meetings.
- Year 6 data - standardised score is papers that pupils sat recently. It was added that pleased to see that standardised scores are all higher than this time last year. The pupils sat the 2019 paper, which was a paper, particularly reading one, that was considered a difficult one. Quite pleasing that this cohort doing the paper now are doing ok which is a real positive.
- Suggestion made to have data on Year 6 plus one other year group at each Strategy focused meeting and focus on those, rather than whole school data.
- Concern was expressed at workload on AC however it was added that with Insight software, data and graphs are easier to produce and can produce what Governors would find most helpful.
- It was felt would benefit to know that Year 3 are on track and if not, we know to keep an eye on it.
- AC added that previously have done reading, writing and maths for each year group which can be done. AC expressed concern of sub-dividing groups by year group is that our numbers are too small. Easier to treat PP as group and SEN.
- It was asked though if can trial looking at data at year groups.

After discussion – **ACTION** – To have attainment data for all year groups and look at PP/non-SEND and PP/SEND.

Questions from MD sent in advance:-

Q - Any reasons for the significant drop off in PP and SEND performance for 24/25 compared with last year? A - SEND - 2 on track in all areas SEND pupils have left (relocation, Y7) and 2 not on track in all areas have been added to the list, 2 others are below in two of the three areas. PP - 5 pupils on track or better in all areas have left (EHE, private sector, relocation/preschool on site) and 2 have joined - not on track in any area or in 2 of three.

8 and 9. Safeguarding/Health and Safety Updates (MB)

AC and MB met last week and completed safeguarding plan for the year. MB is happy with what is happening. AC has included latest information in Headteacher's Report. MB added the important that all Governors see that there is a culture of safeguarding in the school. Online course for safeguarding. **Action:** Governors to email a hard copy of certificate to show evidence that course has been done.



Minutes of Full Governing Body Meeting (Strategy focus)
Thursday 12th December 2024
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All Governors to also confirm that read KCSIE.

Single Central Register –**Action:** MB to go into school next week to do. JM to do in January. Important of DBS checks mentioned and that as soon as anyone is involved in school need to start DBS check and follow them up.

DN – Booked Safeguarding training in March but will complete on-line one too.

Action: DN to join JM for SCR check in school in January.

Action: MS to look at progress of DBS for DN.

AC added that Governors can come in before DBS certificate received as long as supervised, however would not have teachers start before DBS through.

It was added that when Sarah was in question asked at how is it evident that there is a safeguarding culture without talking to children? Answers – by visual aid i.e. the posters. etc. Security signing in, asking for ID if new person etc. at reception.

Additional comment made that it is worth noting that following the complaint dealt with recently, it did have a safeguarding element, and it was noted that there is a strong safeguarding culture.

Health and Safety - all fine.

10. Governor Visits (with reports)

English (JM)

Foundation subjects (GL)

Attendance (DMcG)

Maths (MD)

English, Foundations, Attendance, Maths and Quality of Education visit reports received. PP and SEND only to do. JM thanked all for visits and reports. MB to write pupil development visit report.

11. Governing Body business (JM)

Vacancy management

Governing Board - 10 out of 13 Governors. JM added that all Governors are engaged and doing visits etc. however open to new Governors. Advert is still on Governors for Schools website. AC asked if it is okay if we have spaces and if so, can we restructure to have Governing Body as 10 governors. JM added that could do reconstitution but not having all vacancies filled is not looked upon badly. However, there is a need to find two new governors to replace DMc and CC who will be stepping down this year.



Minutes of Full Governing Body Meeting (Strategy focus)
Thursday 12th December 2024
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Action: MB to talk to East Meon Church and Parish council and AC to talk to Hambleton Parish Council and Vicar.

12. Governor Training

DN is booked for safeguarding training.

13. Policies:

Attendance

Charging and Remissions

Complaints

Communications

Data Protection

Health and Safety

First Aid

SEND

RSE

Restrictive Intervention

AC summarised main changes to policies to Governors. Biggest changes are in Complaints policy and AC informed governors of these. AC received email re. review of complaints procedure. After discussion vote made and all policies were approved.

It was noted that if in future can changes be noted in tracked section/highlighting in yellow or to be notified if there are none and same as previous version.

14. Any Other Business (JM)

Catering -

AC informed Governors of situation in Headteachers Report. HCC catering is ceasing to exist by March 2026. Schools were consulted at the beginning of the year and were told that Hampshire will put something in place. However, some schools are already looking at other options as there is concern that Hampshire may not put something in place if not enough schools choose to stay with them. There is a 6-month lead time however need to make decision by January. There are three options – 1) wait for Hampshire - they will do tendering process, and schools won't have control over who they choose but may have teachers on panel and no control over cost of meals. 2) Can go and find our own catering company – AC added that not sure is a good option – i.e pensions and workload etc. 3) Go with consultancy company which is what Hampshire would do, cost to that but schools will have more control.

AC proposed a group of small local schools get together to discuss this. They would take control of the tendering process, choose 5 catering companies who best fit the brief and



**Minutes of Full Governing Body Meeting (Strategy focus)
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schools do not have to go with same one. If schools come away from Hampshire, they will be responsible for anything that goes wrong with dishwashers etc.

Concern expressed that Hampshire are taking a while and might be left with nothing.

As mentioned, a group of schools propose to work together and have secured a price of £1,475 from RM&C to run tendering process. AC advised that she feels this would be the best option.

Q - What would the catering tendering cost to us be? It's £1475 split between a group of small schools but what is that to us? A - That cost is for each school.

After discussion a vote was made and was agreed by all to go with Option 3. **Action:** DN to attend meetings with AC.

Action: DMcG to find out what process other school he is Governor at are following.

15. Date of Next Meeting:

Thursday 23rd January 2025 (in school)

Meeting ended at 7.45pm

ITEM	ACTION	WHO	COMPLETED
5	MS to add DN and LDW to WhatsApp group.	MS	Yes
7	To have attainment data for all year groups and look at PP/non-SEND and PP/SEND.	AC	
8	Governors to email a hard copy of certificate to show evidence that safeguarding course has been done.	All	
8	MB to go into school next week to do SCR.	MB	
8	DN to join JM for SCR check in school in January.	DN/JM	
8	MS to look at progress of DBS for DN.	MS	Yes
11	MB to talk to East Meon Church and Parish council and AC to talk to Hambleton Parish Council and Vicar.	MB/AC	
14	DN to attend catering meetings with AC.	DN/AC	On-going
14	Re. catering DMcG to find out what process other school he is Governor at are following	DMcG	