



OVERSTONE PRIMARY SCHOOL
150 Sywell Road, Overstone, Northampton, NN6 0AG

MINUTES of the FULL GOVERNING BOARD MEETING
3rd October 2023 at 6.30pm

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

Apologies received from Bridette Ledgerwood (BL)

Governor questions/challenge shown in green

The meeting was quorate and opened at 6.30pm

Min No.	Subject	Action
1.	Attendance and Apologies Apologies from Bridette Ledgerwood	
2.	Declaration of Interest and pecuniary interests No changes Governors reminded to update their Declarations of Interest on GovernorHub and keep these updated	<i>Governors to update Declarations on GovernorHub</i>
3.	Minutes and actions from 13th July 2023 The minutes of the meeting dated 13 th July 2023 were accepted as a true and accurate record of the meeting.	
4.	Matters arising Strategic Plan Discussed at Resources meeting - talking about supporting families - discussion around inclusion in Parents questionnaire. As a school we can refer people to Food Bank directly. Discussion took place and it was agreed SC will send out the summer email reminding parents of help and support that is available. Other items covered in this Agenda	<i>SC to send out summer email re support that is available to families</i>
5.	Ratification of Terms of Reference <ul style="list-style-type: none"> - Teaching, Learning and Safeguarding - Terms of Reference approved - Resources - Terms of Reference approved - Performance Management Kathryn and Andrew are the Governors trained - SW will find some TOR to approve at November meeting. Some training on NGA. AH will review training.	<i>SW to obtain TOR for November meeting</i> <i>AH to review training</i>

	- Full Governing Body - Terms of Reference approved	
6.	<p>Headteacher's Report Report updated in advance</p> <p>Nothing around RAAC</p> <p>Development plan uploaded and reviewed at TLS meeting</p> <p>Visit today from professional motor cross rider who brought motor bikes in and presentations in assembly which was enjoyed by the children.</p> <p>Attendance is good and back where we want it to be. It is being pulled down slightly by one child who is having some external issues and not attending school.</p> <p>Q - Is the child's attendance shown as 5.4% correct? Yes - SC outlined the support in place around this very complex case. Daily contact with guardian where relationships are good.</p> <p>SW thanked SC for update and asked for any further questions - there were none</p>	
7.	<p>Safeguarding Keeping Children Safe in Education 2023 Governors to read and update declaration on GovernorHub</p> <p>The finalised Safeguarding policy is available on GovernorHub.</p>	<i>Governors to read KCSIE Parts 1 and 2 and update declarations on GovernorHub</i>
8.	<p>School Improvement Plan School Development Plan SC shared the plan on GovernorHub and highlighted the targets were agreed by Governors</p> <p>SC asked for any questions - there were none.</p>	
9.	<p>Governor Action Plan Discussed at length at TLS meeting. Draft version of Governor Action Plan circulated in advance. Dee and Ellen will meet to look at priorities. Foundation subjects split down as before - if anyone is not happy with the subject they have or require change please say so and will try to move things around</p> <p>L&M inserted new 3.1 - around the school's priorities around behaviour, high aspirations, resilience, new reward system.</p> <p>Safeguarding Q - When is the safeguarding audit due? Annual audit is in the Spring</p>	

	<p>Personal development Discussion around understanding of place in the world and diversity. SC and Dee to provide report having reviewed PSE curriculum.</p> <p>Website audit - agreed bios will be removed from website.</p> <p>Photographer in school on 16th November 2023 - Governors all welcome to attend to have photos taken at 10.30am.</p> <p>AH will continue to oversee audit of SCR Delegation of authority - SW</p>	<p><i>Governors welcome to have photographs taken at 10.30am on 16th November 2023</i></p>
<p>10.</p>	<p>Governance Delegation Planner NGA have updated Admissions - TLS Committee responsible Pupil attendance data and patterns - TLS look at attendance every meeting</p> <p><i>Q - Do we have a written statement of principles on which Behaviour policy is based?</i> Yes</p> <p>SW to look into delegation of GDPR responsibilities and what is and is not permitted</p> <p><i>Q - Who reviews Parent body questionnaire?</i> It was moved to FGB and then put back to TLS</p> <p><i>Q - Do we have a risk register?</i> SW to meet with SC - template available from NGA. Once complete, the risk register is maintained by the Headteacher</p> <p>Skills and Diversity Audit Agenda item for future meeting. BCM to send NGA Diversity Form to SW</p> <p>GIAS SC confirmed this is updated by the school and it will be updated again at next Census</p> <p>SW will update the document and upload to GovernorHub</p> <p>Code of Conduct Declarations to be completed on GovernorHub by all Governors</p>	<p><i>SW to look into delegation around GDPR</i></p> <p><i>SW to meet with SC to prepare Risk Register</i></p> <p><i>BCM to send NGA Diversity Form to SW</i></p> <p><i>SW to update document and upload to GovernorHub</i></p> <p><i>Declarations to be updated by all Governors</i></p>

	<p>Pecuniary Interests Declarations to be completed on GovernorHub by all Governors</p> <p>Governor Bios SW to remove from website</p> <p>Governor vacancy - could be announced in newsletter</p>	<p><i>Declarations to be updated by all Governors</i></p> <p><i>SW to remove Governor bios from website</i></p> <p><i>SC to advertise governor vacancy via newsletter</i></p>
11.	<p>Governor Visits <i>Q - Is it just subject visits to be uploaded to visits folder on GovernorHub?</i></p> <p>Yes, there are details on the governor visit form to show which folder they should be uploaded to Safeguarding visits are to be uploaded to the Safeguarding folder, not visits folder.</p>	
12.	<p>Policies Child Protection and Safeguarding - recommended for adoption - all in favour</p> <p><i>Q - Is there a brief precis for children to be able to read and understand the policy?</i></p> <p>This is covered with children in PSHE lessons</p>	<p><i>Child Protection recommended for adoption</i></p>
13.	<p>Minutes from Committees & Matters arising Resources Brief report from Committee Chair, full details of which can be found in the minutes of the meeting</p> <p>SW asked for any questions - there were none</p> <p>Teaching, Learning and Safeguarding Brief report from Committee Chair, full details of which can be found in the minutes of that meeting.</p> <p>SW asked for any questions - there were none</p>	
14.	<p>Correspondence None</p>	
15.	<p>Any Other Business Car Parking issues Discussion took place regarding car parking issues and deterrents that could be used around inconsiderate parking by parents and visitors. SC's main concern is that there could be an accident.</p>	

	<p>Q - Many parents have prams and siblings and there is no room to walk and there is potential for a car to go up onto the pavement - it is dangerous - could we extend the railings?</p> <p>Might be worth campaign to Local Highways/Road Doctor and they come out and inspect. If we could get parents to lobby the Council and have a clear plan to present to move this forward to make the pavement wider and extend the railings. Agreed this should be an item for the next Resources Agenda. SC stated this could be a School Council project.</p> <p>Governor Hamper</p> <p>Kathryn to co-ordinate - everyone requested to bring a sweet item to the next meeting in readiness for the Christmas Fayre on Monday 18th December.</p>	<p>Agenda item for Resources meeting.</p> <p>SC to discuss with School Council</p> <p>All Governors to bring an item (sweet theme) to next meeting for Governor Hamper for Christmas Fayre on 18th December</p>
16.	Date of next meeting - 14th December 2023 at 6.30pm	

The meeting closed at 8pm

Signed (Chair of Governing Board) Date:

ACTIONS FROM THE MEETING ON 3.10.23

No.	Actions	By whom?	When?
2	<p>Declarations of interest</p> <p>Governors to update declarations on GovernorHub</p>	ALL	ASAP
4	<p>Strategic Plan</p> <p>SC to send summer email regarding support available for families</p>	SC > all families	ASAP
5	<p>Performance Management Committee</p> <p>SW to obtain TOR for PM Committee</p> <p>AH to review training available through NGA for PM</p>	SW AH	ASAP ASAP
7	<p>Safeguarding</p> <p>All Governors to read Parts 1 and 2 KCSIE 2023 and update declarations on GovernorHub</p>	ALL	ASAP
9	<p>Governor Action Plan</p>	ALL	

	Governors welcome to attend for photographs at 10.30am on 16 th November 2023		10.30am on 16.11.23
10	<p>GDPR SW to look into delegation around GDPR</p> <p>Risk Register SW to meet with SC to produce Risk Register</p> <p>Diversity Audit BCM to send SW NGA Diversity Form</p> <p>SW to update document and upload to GovernorHub</p> <p>Code of Conduct Declarations to be updated on GovernorHub</p> <p>Pecuniary Interests Declarations to be update don GovernorHub</p> <p>Governor Bios SW to remove Governor bios from website</p>	<p>SW</p> <p>SW/SC</p> <p>BCM > SW</p> <p>SW</p> <p>ALL</p> <p>ALL</p> <p>SW</p>	<p>ASAP</p> <p>ASAP</p> <p>ASAP</p> <p>ASAP</p> <p>ASAP</p> <p>ASAP</p> <p>ASAP</p>
12	<p>Policies Child Protection and Safeguarding Policy adopted</p>		
15	<p>AOB</p> <p>Car Parking Agenda item for next Resources meeting SC to discuss with School Council</p> <p>Governor Hamper for Christmas Fayre All to bring sweet item for next meeting for Governor Hamper</p>	<p>SW > Resources Agenda</p> <p>SC > School Council</p> <p>ALL</p>	<p>Next Resources meeting</p> <p>Next School Council meeting</p> <p>Next meeting</p>