



**MINUTES of the FULL GOVERNING BODY MEETING
of OVERSTONE PRIMARY SCHOOL
Held at 150 Sywell Road, Overstone, Northampton, NN6 0AG
on 14th December 2023 at 6.30pm**

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

Governor questions/challenge shown in green

The meeting was quorate and opened at 6.30pm

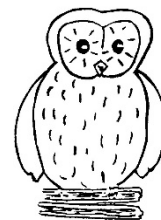
Min No.	Subject	Action
1.	Attendance and Apologies Apologies from Isabel Dobson. Amy Todd resigned as a Governor today.	
2.	Declaration of Interest and pecuniary interests No changes to those declared on Governor Hub.	
3.	Minutes and actions from 3rd October 2023 The minutes of the meeting dated 3 rd October 2023 were accepted as a true and accurate record of the meeting.	
4.	Matters Arising Learning module on NGA for HT PM training - next training session is in July; SW to sign up for that if others wish to join SW let her know. GDPR responsibilities - SW to follow up and report back at next meeting. Risk Register - SW and SC liaising to move that forward. <i>Q - Could we pay someone to have oversight of the Risk Register?</i> SC will look at templates provided by other local schools. Parent Governor vacancy to be advertised in newsletter tomorrow	<i>SW to sign up and all welcome to attend</i> <i>SW to follow up and report back at next meeting</i> <i>SC to advertise parent governor vacancy in newsletter</i>
5.	Headteacher's Report Report uploaded in advance to Governor Hub. SC talked through the report. Parent tours - many have taken place and approx. 60% have come from new build. SC explained issue with recent appeal which the school won. SC outlined the Evolved Sports Partnership. <i>Q - How are children selected for that?</i>	

OPS FGB 14.12.23

Chairs Initials.....



<p>We need to ensure everyone is involved - there has been some doubling up</p> <p><i>Q - There should be clarity for the children over who has been chosen and why</i> Agreed - clarity will be provided</p> <p><i>Q - Is this linked with Moulton College?</i> Finals are at Moulton College.</p> <p><i>Q - With regard to staff wellbeing flagged in Headteacher's report - is there anything we can do to support staff?</i> SC outlined strategies in place to support staff e.g. SC covering in the Hall to provide additional time for teachers etc</p> <p><i>Q - Would it benefit support staff if you disaggregate the training day?</i> Only some come in so SC could look at that. Discussion took place regarding a staff wellbeing day but noted this would be too costly to cover externally. It was suggested that this is covered internally and staff are able to 'book' a day in, once per academic year. [REDACTED]</p> <p><i>Q - The report highlighted a number of issues e.g. staff workload which has been emerging for a few years, positive pressure from parents on the expansion and play area pressure in terms of accidents/incidents. The SEF and SIP does not refer to these points in terms of time spent dealing with it - it is an increasingly large amount of time on these issues. Maybe we need to recognize in the SEF and the SDP</i> SC stated they can be shown as priorities</p> <p><i>Q - It is important to focus on priorities other than Ofsted targets</i> Noted and these can be included on SDP - SC to consider this</p> <p><i>Q - Regarding the member of staff that has put concerns in writing - are you happy with what you have discussed and set out?</i> SC confirmed this</p> <p><i>Q - Writing - we should acknowledge and celebrate the writing and glowing reports and the work that has been done to move this forward</i> SC to thank staff on behalf of Governors</p> <p><i>Q - Attendance - acknowledging Y6 has less pupils, so each pupil is a bigger percentage, is that sole reason or is there anything else?</i> SC stated that is part of the reason. [REDACTED] [REDACTED] There are a couple of low attenders.</p>	<p>SC to consider</p> <p>SC to thank staff for progress in Writing</p>
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	SW thanked SC for the update and asked for any further questions - there were none.	
6.	Safeguarding Covered in HT report	
7.	School Improvement Plan Updates from meeting shared - SIP discussed in detail at TLS meeting. SC outlined visitors who will give presentations to the children next term	
8.	Governor Action Plan EH advising this was updated at TLS - to be shared on Governor Hub.EH ran through the Plan and the following updates were given by Governors:- <u>Governor Visits</u> Phonics - learning walk last Friday Maths - has not been done - to be put on hold History and Geography - moved those to summer term because of the work the member of staff has to do and same with Art and Design & Technology, different staff, same reasons Early Years - completed and shared at TLS PE - no meeting this term - that will move to next term PP & LAC - meeting completed - report to be shared Delegation of authorities - on the agenda for this meeting Science and Music - meeting in Spring Term to allow for member of staff to return	<i>EH to share updated Governor Action Plan on Governor Hub</i>
9.	Governance Diversity Audit and Skills Audit Printed forms were available for anyone who has yet to complete these. SW asked that everyone complete and we will then review at the next meeting. Terms of Reference (PM) SW has uploaded some draft ToR onto Governor Hub - to be ratified under policies	
10.	Governor Visits Agreed this agenda item should be removed going forward	<i>Remove from Agenda</i>
11.	Policies Delegation Planner Anti-Bullying Policy (from TLS) Complaints Policy (from TLS)	

