



**MINUTES of the FULL GOVERNING BODY MEETING
of OVERSTONE PRIMARY SCHOOL
5th June 2025 at 6.30pm
(held online)**

Present: Stephen Casey (Headteacher) (SC), Ellen Higgs (EH), Dee Dawson (DD), Kathryn Hamilton (KH), Andy Halliwell (AH), Chris Benjamin (CB), Rebecca Goldring (RG) (Clerk), Chris Benjamin (CB) and Stephanie Welsford (SW) (Chair)

Governor questions/challenge shown in green

Confidential items in red (to be redacted from public minutes)

The meeting was quorate and opened at 6.30pm

No.	Subject	Action
1.	Attendance and Apologies Kaajal Mushtaq the new Headteacher attended.	
2.	Declaration of Interest and pecuniary interests None	
3.	Minutes and Actions from 30th April 2025 SW has checked parent governor re-election process, a vote is not needed if no other candidates. Three members of staff have expressed an interest in a staff governor role. DD to confirm staff members would put themselves forward for a vote. SBM appears at different bands and grades, SC will move the role up a pay band and provide justification based on additional tasks carried out. Governors approved this. SC comfortable that this change will impact the budget. SC will check when pay review is due and resources committee will decide when the change is implemented. The minutes from the April meeting were approved.	SC to adjust role payband and check review date.
4.	Matters Arising None that are not covered elsewhere.	

<p>5.</p>	<p>Headteacher's Report</p> <p>SC thanked staff for work over SATs. Results due 8th July. KH commended the school for how they set out rooms for SATs. One child absent for all tests.</p> <p>SEF will be updated for the end of the year.</p> <p>Sarah has spent an afternoon looking at creating a consistent writing framework to distribute across the cluster, on evaluation the task is bigger than anticipated and will take longer.</p> <p>Online safety at Brixworth was attended. Will hold in June next year after SATs.</p> <p>Spanish Day will take place on Friday 11th July, different cities will be the focus with children visiting different classrooms for different activities.</p> <p>SC is meeting other heads tomorrow as part of strategy day.</p> <p>Mathematics tests to be completed by the end of the week.</p> <p>Years 3 and 4 have taken part in swimming, hoping to eradicate the need for catch up swimming in years 5 and 6.</p> <p>Attendance has been variable across the year groups. Figures affected largely by a couple of persistent absentees. Reception attendance outstanding.</p>	
<p>6.</p>	<p>Safeguarding Update</p> <p>Nothing to report. Governor visit carried out and report submitted with nothing to raise.</p>	
<p>7.</p>	<p>School Development Plan</p> <p>Nothing to highlight. SC and DD will put together next years and will give KM a chance for input ahead of the next year.</p>	

<p>8.</p>	<p>Governor Action Plan</p> <p>1.3 Phonics – KH shared a report will be looked at in next TLS 2.1 & 2.2 History & Geography – EH has a meeting on the 7th July 2.8 PE – SW will be meeting Louisa on the 24th June 2.9 Computing & Online Safety– KH report in progress 2.10 RE – NS will arrange a meeting with Miss Cox 5.1 Governor Presence – Update on Governor Hub on who is available for events. 5.2 Website Audit – SW plans to carry out audit this term. 6.1 EYFS – will be carried out if possible 6.2 Pupil Premium - EH and SC will be meeting on 19th June 6.4 Safeguarding - KH has already updated</p> <p>SW highlighted that CB has not been allocated anything, decided to wait till September when the new plan is available.</p>	
<p>9.</p>	<p>Governance</p> <p>AH raised a question around Peter Grindrod leaving. SC confirmed Peter will be leaving at the end of the school year. SC will speak to Caroline Barton as to how to go about sourcing a replacement. KM suggested a local external consultant that the trust uses – she will liaise with SC.</p>	
<p>10.</p>	<p>Policies</p> <p>The following policies were approved and ratified by Governors:</p> <p>Inclusion and Special Needs</p> <p>Home School Agreement KS1 and KS2</p> <p>Parent Code of Conduct – A Governor asked whether this policy should be reviewed as part of the whole school review, so that parents feel ownership. SW feels this isn't a good idea as it wouldn't generate productive comments. Other Governors agreed.</p>	
<p>11.</p>	<p>Minutes from Committees & Matters Arising</p> <p>TLS Committee – Prospectus was reviewed, particularly in relation to challenges posed by new school.</p> <p>Resources Committee – Finance is on track, premises survey due to be carried out this month.</p>	
<p>12.</p>	<p>Correspondence</p> <p>No correspondence received.</p>	

13.	AOB KM will be sending out stakeholder surveys. SW will bring proposed dates for next year's meetings to July's meeting. Results meeting will be held on 10 th July at 1.10pm, all welcome to attend.	
14.	Date of next meeting 15 th July 2025 at 6.30pm	