



**MINUTES of the FULL GOVERNING BODY MEETING
of OVERSTONE PRIMARY SCHOOL
on Tuesday 7th October at 6.30pm**

Present: Kaajal Mushtaq (Headteacher) (KM), Andy Halliwell (AH), Ellen Higgs (EH), Dee Dawson (DD),
Hannah Watt (HW), Kathryn Hamilton (KH), Stephanie Welsford (SW) (Chair) and Chris Benjamin (CB)
Natalie Cox (NC) (Clerk)

Governor questions/challenge shown in green

The meeting was quorate and opened at 6.30pm

No.	Subject	Action
1.	<p>Attendance and Apologies</p> <p>Nadia Strone was absent, apologies accepted. HW joined online. KH joined the meeting shortly after the beginning. The Chair welcomed Governors to the meeting and the new clerk (NC).</p>	
2.	<p>Declaration of Interest and pecuniary interests</p> <p>The Chair explained that Governors can log them on GHUB by clicking on their profile as well as Compliance and Reconfirming the Code of Conduct in the same way . It was noted that AH had done this already.</p> <p>All Governors agreed to action this via Governor Hub.</p>	All - ACTION by Dec 25
3.	<p>Minutes and Actions from 15th July 2025</p> <p>The Chair explained there had been a few corrections that had been noted and the version now on GHUB was now the Final version.</p> <p>The Minutes were approved by the Governing Body.</p>	
4.	<p>Matters Arising</p> <p>Action – Website Review Governors commented that the website was clunky and difficult to operate. Perhaps a new website or refresh is required. KM will ask for parent assistance with the website. SW to conduct another review to see what is outstanding.</p> <p>Parent Governor advert – newsletter This has been sent out and one parent has come forward. It was agreed to invite that parent as an observer to the December meeting.</p> <p>Amendment to the family leave policy – Done.</p>	

5.

Headteacher's Report

KM said she wanted to thank DD and the school business manager, as well as other members of staff who have been really good at holding the fort and further commented it had been a very smooth transition for the start of the new term.

Training Days

She said they had two lovely inset days and thanked the governors who had joined them for the training days. She said while looking at KCSIE (Keeping Children Safe in Education) they had some good open discussions that had been beneficial, and some good questions had been raised, she concluded it had been very powerful.

Good start to the Term

She added the Reception children had settled in well and their Year 6 Buddies had done well in supporting them. Reception parents were also pleased with the Buddy system and letters had been sent home to Year 6 parents to thank their children. She said the school has had a very busy calendar to start the year and the September newsletter had been full for parents. She said it has been very busy with a whole lot of meetings, including attendance, curriculum and phonics meetings, making sure early messages are sent out to parents. A Governor commented that it was good about inviting parents into the school often and to have an 'open door' policy.

Development Plan

She added the stakeholders relationships were key for the school and especially within the community. The school would also be looking at the behaviour systems in place and reward systems. They will also be looking at retention of staff and seeing how they can encourage them to look at training for management/senior leadership roles.

She added as part of the Development Plan she will also take a lead on attendance and look into Forest School as part of a 2-year plan for the school. She said the plan was at its starting point, then it was about embedding things into it in the second year. She said once agreed it will then be shared with staff and feed into their performance management.

Staffing

She spoke about new support staff and a new caretaker that had started, who had settled in well.

Numbers on Roll

Pupil number had grown to 203 since July and she added they just had places available in Reception. PP is included on the report. EAL has grown to 38 and brings in the money for the shortfall.

Prospective Parents 2026

25 bookings were made and with their Macmillan coffee morning one of the days it had been very busy with that and the tours. She added there had been a good level of interest in the school and lots of positive feedback and there were some sibling links for next year's intake.

	<p>Attendance</p> <p>KM had done a comparison of other school attendances and Overstone was on the – 19th centile for its overall attendance. She said their overall attendance was fine and persistent absence was below, but she added they had some concerns and some issues, but those concerns were now being addressed by home visits for safeguarding.</p> <p>A Governor asked who was doing the visits?</p> <p>KM said the family support worker was going out with another member of staff, never one staff member on their own.</p> <p>A Governor noted that on a recent visit to School, one Year 6 pupil had raised their concerns about the traffic lights system. It was added, it was good that the child had the confidence to question it.</p>	
<p>6.</p>	<p>Safeguarding Update</p> <p>The Governing Body were all asked to read KCSIE – which they were informed could be downloaded via GHUB</p> <p>KH added she would update Governors at next meeting about Safeguarding and the Policy.</p>	<p>Read KCSIE by the next meeting in December.</p> <p>Safeguarding policy to be brought to the next meeting,</p>
<p>7.</p>	<p>School Development Plan</p> <p>Draft on GHUB for review.</p> <p>KM said the details in the plan will be looked at as part of the next resources committee to look at the school grounds and costs. She added it was all about working out what the school needed and the needs would be established following a series of learning walks. She said they had to look at the needs of greater depth children and those with SEND needs, whilst keeping the OFSTED framework in mind. She said there was also another group, an in-between group and they needed to be looked at, as well as ‘for Challenge for All’. At the same time to be mindful of the RSE new framework coming in from 2026.</p> <p>A Governor asked about whether staff Wellbeing of staff needed to be included on the plan? They asked if the school was doing enough for staff wellbeing already?</p> <p>KM added the school did not want it to be a token gesture and more about a sense of belonging including providing clear communication for staff. She added they had already had a focus on making the staff room an enjoyable place for the staff to meet at lunchtimes.</p> <p>A Governor asked if KM could encourage the governors to get a staff voice? She added she wanted to get their feedback, for them to feel confident in coming forward and for them to be heard. This could then be captured in the Governor Action Plan.</p> <p>A Governor noted the new Staff governor role could have this role of getting the staff voice.</p>	<p>Include collecting the staff voice in the Governor Action plan.</p>

	<p>A Governor asked if the Head required any other help and assistance? KM said yes and asked Governors for help and any expertise they might have about forest schools. A Governor noted that someone that was going to be the head at Overstone Gate school was running three Forest School sites. He said he would pass on her contact details to KM. Another Governor said that Northampton University offered Forest School training and she was happy to look into that. KM also asked if governors could look at Behaviour Systems with her too. A Governor also enquired if the school used NVQ programmes for staff development and whether that was something to look at? KM said it was.</p> <p>The School Development Plan was ratified and agreed by Governors.</p>	
8.	<p>Governor Action Plan - Review Last year's was closed off.</p> <p>EH provided an update and said the new Governor's Action Plan will link with the new School Development Plan.</p> <p>EH asked if all the subjects on the Governor Action Plan should still be on there? DD suggested could they look at the subjects on a rolling programme basis, to make sure it is all in place? KM flagged up the areas of SEND and Early Years including Phonics to be looked at through the Development Plan. Also, it was mentioned that it might be beneficial to look at religious studies with the new syllabus due.</p> <p>EH confirmed she would like Governors to be like a sounding board and sense check the draft GAP. She will meet separately with the headteacher about it and KM agreed. Draft to be ready for Dec meeting.</p>	<p>EH to bring draft version of the Governor's Action Plan to the Dec meeting.</p>
9.	<p>Governance The Chair said she had heard from an interested person for the coopted governor position. Governors were happy with the decision to invite this person to the December meeting as an observer. They currently have 1 parent and 1 co-opted governor vacancy, and we would like to have an additional staff governor (or words to that effect). SW added that DD could become an associate governor to make it possible and to work. Chair would check with WNC. DD said that 2 TAs and 1 member of teaching staff had volunteered for the role for the Staff Governors role initially. Governors discussed if they could all be brought onto the Governing Body but there is a ratio prohibiting more than 1/3 staff on a Governing Body. A job share arrangement was suggested and it was agreed to invite all 3 interested staff to the December meeting.</p>	<p>FGB to invite interested Governors to Dec meeting.</p>
10.	<p>Policies The Chair explained there been an audit on policies, and they were few items they were pulled up on by the auditor. A revised procedure was agreed going forward where the</p>	

	<p>FGB will ratify all policies approved at subcommittee level so it is clear that the Governors approve them.</p> <p>The policies reviewed and ratified at the Resources Committee meeting on 30 September were:</p> <ol style="list-style-type: none"> 1. Accident Reports for the Academic Year 2. Income Policy 3. Staff Absence Record 4. Staffing Structure Plan 5. Resources Committee Terms of Reference 6. Scheme of Delegation 7. School Family Leave Policy 8. Teachers Pay Policy <p>These were approved by Governors.</p> <p>The policies reviewed and ratified at the TLS meeting on 2 October were:</p> <ol style="list-style-type: none"> 1. Terms of Reference- TLS Committee 2. Safeguarding and Child Protection 3. Complaints Policy (approving an amendment to update names therein). <p>These were approved by Governors.</p> <p>Governors also ratified the Governors Code of Code of Conduct.</p> <p>A Governor queried that date of the Scheme of Delegation? The Chair said it was being done in December at the next meeting.</p>	<p>Policies to go on the school website.</p>
<p>11.</p>	<p>Minutes from Committees & Matters Arising</p> <p><u>Resources Committee</u> AH said there were two major reports considered by Resources:</p> <p>(1) Condition survey This was available to view on GHUB. He said they needed to look at the school’s five-year plan for works and look at the resource implications, and it was to be a bit more costly than expected. He added potentially £20,000 per year, but they would try to get that cheaper or to do it over a longer period. He said the increase to the budget for premises was needed to keep up with the school’s development. He added the school have had an underspend following the new build, that underspend got carried forward, but now there was £12,000 underestimated. He said the school spent money on asbestos and fire doors from the 2025– April 2026 budget.</p> <p>(2) WNC Audit Covered in AOB below.</p>	

	<p><u>TLS</u></p> <p>EH said they had looked at data and SEND at TLS. They also were looking at the prospectus and then the website was being looked at. They were wondering if they could do away with the prospectus and look into having a digital version.</p>	
12.	<p>Correspondence</p> <p>SW – Said there had been a letter confirming there is no change to PAN for next year and for the school PAN to stay the same as is for 2026 into 2027. A Governor asked about seeing the email. SW agreed to forward it on.</p> <p>Governors were reminded they would have to consult on the order of priority for Reception places if there was a change made, but it was good news that WNC were not changing the PAN.</p>	<p>SW to forward EH the admissions policy.</p>
13.	<p>WNC Audit Report</p> <p>The Chair spoke about recommendations that had come out of a recent WNC audit -</p> <p>Audit recommendations –</p> <ol style="list-style-type: none"> 1. Documented Terms of Reference on rolling policies 2. Policy list – Review timetables on school policies and then come back to governors – keep on top it. 3. DFE review of changes – got it as biannual and they have it as an annual review. Spreadsheet to be updated. 4. Statutory policies on the website. 5. Evidence and detailed in minutes. 6. Whistleblowing was changed on the website 7. NS’s declaration of interest was not updated and it had now been done. 8. Number of resources meetings needed to be more 6 not 5. 9. Change of quotes for procurement handbook. Purchases orders were not always signed before they had been invoiced for. 10. The Asset Register needed updating to only list items of £1,000 in value and not £100, as currently recorded. <p>She said the business manager was working through the recommendations but as the School hadn’t been audited since 2011, on the whole it was good audit.</p>	
14.	<p>Any Other Business</p> <p>A Governor asked if the Safeguarding policy could be put on the website before being ratified, ready for the start of term. This was agreed by Governors in the limited circumstances where the legislation requires us to have the policy ready for September. It was noted this is only the Safeguarding and Child Protection policies.</p>	<p>Review of Sex and Relationship policy needed to take place at the Dec meeting, but a version needed to be on the website by</p>

	<p>A Governor raised a query about the Relationship and Sex policy – originally this was the School’s responsibility but is this being given back to TLS as it is statutory one?</p> <p>Governors agreed thought it should be a TLS policy which is then ratified by FGB given it has to be on the website. It was agreed that KM would check if the new policy has been updated and just not been uploaded on to the website. The Chair suggested we take this item to December meeting and review it then. As well as having a discussion at the TLS – on 10th November meeting.</p> <p>KM said could they also do the same with the Early Years one, and with safe eating and supervision. Which looked at the proper supervising of pupils’ eating – They will be both looked at the TLS – 10th November meeting too.</p>	<p>31st October 2025. Also to be discussed at TLS on 10th November. Also for the Early Years & supervised eating be looked at.</p>
<p>15.</p>	<p>Date of next meeting 4th December 2025 at 6.30pm. KH to potentially lead the next meeting in place of SW. Meeting closed at 8pm.</p>	