



**MINUTES of the FULL GOVERNING BODY MEETING
of OVERSTONE PRIMARY SCHOOL
on Thursday 4th December at 6.30pm**

Present: Kaajal Mushtaq (Headteacher) (KM), Andy Halliwell (AH), Ellen Higgs (EH), Dee Dawson (DD),
Kathryn Hamilton (Vice Chair) (KH) Natalie Cox (NC) (Clerk)
Also present: Mrs May (Staff), Erin de Feu (Parent).

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.	<p>Attendance and Apologies CB, HW and SW sent their apologies. Kirsty George – visiting parent sent her apologies. Mrs Bellamy visiting staff member sent her apologies.</p> <p>KH Chaired the meeting on behalf of SW. The Chair welcomed Governors to the meeting and the visiting staff member and observing parent. Mrs May was present to see if she would like to apply for the Staff Governor role. Erin de Feu (parent) was interested in being a parent governor.</p> <p>It was noted that having checked with WNC, the FGB cannot add another Staff Governor to their Governing Body due to WNC regulations however what KM and SW proposed was that DD moved to be an Associate Governor and then either Mrs Bellamy or Mrs May will become the Staff Governor (or they share the role).</p>	<p>To be discussed again and an update next meeting in February.</p>
2.	<p>Declaration of Interest and pecuniary interests Nothing to be declared.</p> <p>Reminder given to Governors to go on to GHUB to complete their declaration of interests on their profile as well as Compliance and reconfirming the Code of Conduct in the same way. They were also reminded to read KCSIE (Keeping Children Safe in Education).</p> <p>All Governors agreed to action this via Governor Hub, if they hadn't done so already.</p>	
3.	<p>Minutes and Actions from 7th October 2025 A governor said she had spotted a couple of things that were not accurate on the minutes from the last FGB meeting, as follows: - section 8 GAP - it should say that the new Governor's action plan will link with the new School Development Plan. It currently says old GAP will link instead of new. - Under Governance section - it says that we have 1 parent & 1 staff governor vacancy. This isn't correct. We currently have 1 parent and 1 co-opted governor vacancy, and we would like to have an additional staff governor (or words to that</p>	

	<p>effect). SW added that DD could become an associate governor to make it possible and to work. Chair to check with WNC.</p> <p>DD agreed to become an associate governor and she was told her term of governance wouldn't have an end date and they would be the way around allowing all interested individuals to join the FGB.</p> <p>The clerk said she would make the changes to the minutes as suggested.</p>	<p>Clerk to amend-ments to October's minutes ASAP.</p>
<p>4.</p>	<p>Matters Arising</p> <p>Website – Parent Help and Advice KW explained she had met with the parent that said she could help with a review of the website, but to carry on with her support that would incur costs. Therefore, the school has decided not to go ahead with the help at the moment but noted the changes they discussed about.</p> <p>It was noted that the Terms Reference and the Safeguarding Policies had been uploaded to the website, but there was some concern about the mobile phone version of the school website and how it cannot be viewed properly on a phone and to view certain areas you have to type in the name to search for sections. Governors were informed it might be an Apple issue vs Android compatibility with it seeming to work fine on Android devices. One governor suggested it might also be an issue with the version of the mobile phone someone might have. Concerns were raised also if there might be some parents that therefore cannot access the 'report of the absentees' section on their phones.</p> <p>Prospectus One governor asked about the prospectus and if everything could be seen on your phone? Concerns were also raised if parents could get access to the website too with not all parents having internet access.</p> <p>It was noted that the decision for the prospectus to go online was due to no one asking for a physical prospectus and it had taken a lot of work to put together. It was agreed that it would be looked into about the website view on the phone and making sure everything is accessible for parents. Especially with the prospectus only being online. It was stated anyone that asked for any school information can ask to have it printed out by the school as well if need be.</p> <p>WNC Admissions Email Email from WNC about admissions had been forwarded to EH by the chair.</p> <p>Policy uploaded to the website</p>	<p>Further investigation into the accessibility of the website on a mobile device.</p>

	<p>The Sex and Relationship policy (RSHE Policy) had been put on the website after discussion about it at the TLS committee meeting. It would be looked at again and reviewed before next September.</p>	
<p>5.</p>	<p>Headteacher’s Report KM said it had seemed like a long term and there had been a lot that had happened since the last meeting, including there being 3 inset days. They had looked at the School Development Plan and things that were highlighted included; strong routines in Early Years, and the Early Years Policy that was to be discussed by the TLS committee. The writing framework implementation was being looked at and there was an action plan for that. The school had also had a positive SEND visit by an external partner, which including looking at book work and learning walks. The visit had led to two training days being booked in to take place in the future including the themes of adapted teaching, to be delivered by the external partner.</p> <p>Safeguarding</p> <p>The headteacher said there was not too much to report. Just a few low-level incidents.</p> <p>Focus</p> <p>She said there were some targets for Phonics and the Multiplication Checks, to be reviewed and for looking at gaps in the children’s learning.</p> <p>SEND</p> <p>She continued to say there were 6 EHCPs and there were some funding implications, and especially some high-level funding requirements. She said the school is looking to Martin (SIP) for support on accessing pupil funding.</p> <p>Attendance</p> <p>The school has been ranked 8th out of 21 schools for overall attendance - 96.8% (previously 19th) and 6th out of 21 for Persistent absentees – 7.3% (previously 18th). She reported they now had established an attendance team within school with Julie on registers, Beverley looking at overall attendance and congratulating on good or improved attendance, and working with families on attendance contracts. Finally, Jamie was working on the last resorts, like fining families for taking their children out of school in term time for holidays.</p> <p>Challenges</p> <p>She informed the governors that school has had a lot of positive verbal compliments but have been dealing with a few not so positive written communications in the form of formal complaints that have taken up time, including a SAR request, something that had taken time and taken members of staff away from other work.</p> <p>She said she had also noted there were a lot of late evening events at school that she believed were having an impact on staff and they were to look at the calendar to see what could be done to change this. She said she had worked out there was a total of 15 events that were taking place after 6pm and they were looking to reduce that number and including maybe making one of the governor’s meetings slightly earlier.</p>	

	<p>One governor said after looking at the data and seeing a few pupils' results going up and down, the governor enquired what were the outcomes for 'the middle of the road pupils', what were their experiences?</p> <p>KM responded by saying those pupils were the ones the school were targeting to get them to expected. They were also the ones that were identified who required the support. The support had seemed to be having an effect, and some had moved up to greater depth outcomes.</p> <p>Another governor was concerned about the ever increasing/unreachable attendance targets. One governor enquired about the rolling target, how long was that going on for?</p> <p>KM said 97% is the national target and that is where the school aims for and it was about aiming for that number as well as improving it from where they are, not really about getting over 97% just to improve. She added the school ended up on 96.5% attendance last year.</p> <p>Governors said they knew attendance was being looked at for the time pupils have off versus the loss of education for their absences.</p>	
<p>6.</p>	<p>Safeguarding Update</p> <p>Headteacher met with Vice Chair the week before and went through procedures and looked at low level cases and had a good meeting, and a report would be ready for next month for TLS.</p> <p>The headteacher said it was a useful meeting and thanked the vice chair for asking the questions that were asked at the meeting.</p>	
<p>7.</p>	<p>School Development Plan</p> <p>The main changes the headteacher outlined included looking at the writing framework, to have it go on the development plan and they would ask Sara, the English Lead about this and Dee would lead on Behaviour.</p> <p>The priorities were highlighted as</p> <ul style="list-style-type: none"> • Safeguarding, and computing to do with online safety, • Quality of education and Early Years. • Working on getting pupils to expected levels and reviewing English, Maths, and fluent readers and Forest School. • Forest School to start to be looked at and established. <p>The headteacher added it was a multi-year plan – a 2-year plan.</p> <p>Also included would be:</p> <ul style="list-style-type: none"> • Leadership and pupil numbers with the new school and housing estate nearby. <p>She commented there was a low birth rate for the next two years in the Daventry district, which could also could create challenges for pupil numbers on roll.</p> <p>The headteacher added that there were 24 pupils in Reception – 6 spaces available and 1 space vacant for Year 3. She said it was worrying about the funding with pupil funding per pupil and the money has got to pay for the teachers and TAs.</p>	

	<p>Governors agreed the situation just needed to be watched over the next few years. The headteacher said it was encouraging that they were still doing tours for next year's intake.</p>	
<p>8.</p>	<p>Governor Action Plan - Review</p> <p>EH – Hoped governors had looked at the draft version on GHUB – She explained it had changed over 2 years to match the School Development Plan and to be aligned it. She said she was looking for governors' feedback on the actions and benefits.</p> <p>It was explained the first action added on the plan was Safeguarding, IT and online safety.</p> <p>EH said she had run through it and she asked for volunteers to look at the different areas. It was noted that SW had done the website in the past and looking to her to do leadership as well.</p> <p>It was suggested that everyone emailed EH to volunteer their help on certain sections that they felt they had knowledge or experience of:</p> <ul style="list-style-type: none"> • RHSE Policy to be started on as soon as. • PSHE overlaps with the RHSE Policy • SCR - AH • Curriculum and achievements - KH. • Attainment and PP, SEND – EH and HW. • Teaching - CB <p>EH explained that governors should volunteer for areas that lend to their individual strengths and to do with what they know about, an area of expertise.</p> <p>It was mentioned that EAL had been added and the writing framework, along with CPD, Early Years and Sports Premium.</p> <p>EH asked if there were any other subjects that should be included? It was added that it was now the new way that Subject Leads come to Governors not going to them as has happened in the past.</p> <p>EH – Asked about RE being added as it had changed?</p> <p>It was agreed it would be added back in.</p> <p>She added Attendance and behaviour to be looked at and for it to be looked at the next TLS meetings as well and fed back to be logged.</p> <p>She added there was the:</p> <ul style="list-style-type: none"> • Behaviour policy- having someone to look at that and how it is developed. • Personal Development and Wellbeing, Forest School and staff and pupil wellbeing. • Leadership and governance – pupil numbers, links with the community and local nurseries. Feedback what is happening. <p>Presence at Events</p> <p>One governor said about looking at volunteering at Parents' Evenings or at Sports Day, wearing Governors badges. Showing a governor presence.</p>	<p>It was agreed EH will put the a list of areas for volunteers on GHUB.</p>

	<p>The headteacher was asked if she would like to suggest any events that she would like Governors to be present at. The headteacher replied she would welcome any governors at any of the events or invite them if they prefer. Potential new parent governor signed up for organising/coordinating these visits into school by governors.</p> <p>Also, covered in the plan was the Website audit, to check with SW if she would be happy to do it – Audit happens a couple times a year. Annual review of accessibility plan. Look at guidance – HW raised at TLS meeting – make sure relevant person knows.</p> <p>Governor Training It was suggested that at least one piece of training was accessed each year and for that to be kept up to date. The governors agreed it was about making sure the FGB do send someone on the training courses.</p> <p>The headteacher thanked EH for all of her hard work so far.</p> <p>Change of Chair Plan for the change of chair in September – SW been in chair role for 3 years. Discuss at next meeting.</p>	<p>KW to invite governors to school events. Share School calendar.</p> <p>Check if SW is happy to do the website audit. Look into Governor Training being carried out annually.</p> <p>Review Change of Chair.</p>
<p>9.</p>	<p>Governance Matters N/A</p>	
<p>10.</p>	<p>Policies</p> <ol style="list-style-type: none"> 1. Delegation Planner (Delegation of responsibilities) – Carried forward to next month – Just to decided and list who is responsible for certain areas – Query for next meeting. EH to dig out the old one and KH will look through it. 2. Pupil Premium Strategy (3-year plan, annual review) It was explained it was shared with the FGB to look at but the Headteacher is to authorise it. The headteacher and FGB were happy with it. 3. Safeguarding Policy – noted it was just done and put on the website. 4. Sex and Relationship Policy (RHSE policy) – needed to ratified at the meeting after it was gone through, and then there will be a new one for next September. <p>One governor asked what the impact was on awareness doing the RHSE lesson? The school replied it was a hard one to measure.</p> <p>The policies reviewed and ratified at the TLS Committee meeting on 25th November were:</p> <ol style="list-style-type: none"> 1. RHSE & Health Education Policy 2. Behaviour & Exclusions Policy <p>These were approved by Governors.</p>	<p>Look at Delegation Planner next meeting in February Look at old version for reference.</p>

	<p>The policies reviewed and ratified at the Resources meeting on 24th November were:</p> <ol style="list-style-type: none"> 1. Benchmarking Charts – Looked at 2. Menu Compliance 3. Grievance Policy and Procedure – ratified <p>These were approved by Governors.</p>	
<p>11.</p>	<p>Minutes from Committees & Matters Arising</p> <p><u>Resources Committee –</u> Draft Minutes on Governor Hub</p> <p>Governors asked to review 3 x Virements – These were - £5,371 for security fencing – agreed in the Summer. £2,490 for two interactive whiteboards £6,225 for five more screens</p> <p>A governor for the resources committee said they went for the cheapest quote for the interactive whiteboards and the FGB were asked for the spending to be approved. It was agreed upon. The headteacher said she was happy with the two installed already by Proactive. The provider of the interactive boards will provide training in January or February when they are all installed.</p> <p>The Grievance policy & procedure for staff was agreed by resources and will need minuting and confirming by governors on Thursday.</p> <p>The benchmarking with similar schools, Kingswood menu compliance, and previous virements had been reviewed by Resources on the minutes, though not needing ratifying, just reviewed.</p> <p>It was noted there was a leak in the KS2 room to be looked into. And it was noted that guttering near the main entrance of the school was overflowing.</p> <p><u>TLS</u></p> <p>The committee has decided to cease the school prospectus as it is no longer used by prospective parents. All the information is available on our website. <u>Minutes shared on GHUB</u> Two policies ratified.</p>	
<p>12.</p>	<p>Correspondence</p> <p>The vice chair said she had received correspondence and was dealing with a complaint. KH was the investigating officer and trying to get an online meeting organised for it.</p>	

	<p>Following complaints policy and then it goes to a panel after that for stage 2 and stage 3 is reporting to the DfE.</p> <p>The headteacher said she had another complaint about a data breach, which they had responded to in the time scale and now it had been resolved.</p>	
13.	<p>Any Other Business</p> <p>It was noted KH had collated all the hamper goodies and she wanted to say thank you to all the governors for their support with the fundraiser.</p> <p>EH added there was no need for the website audit it had recently been carried out by SW.</p> <p>TLS will you be looking at it and to address what couldn't be seen on different devices and this needed doing ASAP.</p> <p>Meeting closed – 7:47pm.</p>	
15.	<p>Date of next meeting 4th February 2026 at 6.30pm (Virtual)</p>	