

**Goffs Oak Primary & Nursery School
Full Governing Body Meeting
Wednesday 19th March 2025 at 6.30pm
To be held at the school.
MINUTES**

Present:

**Owen White (OW) Chair
Maria Minas (MM)
Amiee Hart (AH)
Victoria Fryer (VF)
Giovanni Imarino (GI)
Hanife Senkul (HS)**

**Michelle Beck (MB) Headteacher
Jo Holland (JH)
Tom Lilley (TL),
Sarah Goldsmith (SG)
Salih Taspinar (ST)
Sacha Benfredj (SB)**

Apologies: Kamal Patel (KP)

In Attendance: Claire Gatto HFL Clerk

Start Time: 18.37pm

No.	Item	Action
1.	<p>Welcome and to receive and approve apologies for absence.</p> <ul style="list-style-type: none"> • The chair opens the meeting and welcomes all Governors. • Apologies were received from KP. Governors accepted the apologies. • The meeting was quorate. 	
2.	<p>To declare any conflict of interest that may arise during the meeting. Governors are reminded they must declare a particular interest, financial or other, in any item on the agenda and withdraw from the meeting for that item.</p> <ul style="list-style-type: none"> • No conflicts of interests were declared. 	
3.	<p>Governor Confidentiality Governors are reminded of their duty to confidentiality.</p> <ul style="list-style-type: none"> • Governors were reminded of their obligations by the chair. All Governors agreed. 	
4.	<p>Notification of Any Other Urgent Items of Business not covered in this agenda.</p> <ul style="list-style-type: none"> • No urgent items of business were declared prior to the meeting. 	
5.	<p>Approval of the Minutes of the Full Governing Body Meeting on 20th November 2024 and discuss matters arising from previous meeting.</p> <ul style="list-style-type: none"> • The Minutes from the FGB on 20th November 2024 Part 1, Part 2a and Part 2b were approved as a true and accurate record of the meeting. 	

- A hard copy was signed by the Chair and will be stored at the school.
- Please see below the list of Actions from the FGB meeting on 20th November 2024 and actions in progress from 12.6.24.

Item	Action	Completed
7.5	SEF – Self Evaluation Form Complete	Complete and Circulated to Governors
7.6	OW/ MB - SDP updated and Highlights and action we take to improve school	Complete
7.7	Governors to check training is up to date.	Complete
7.8	MB – List of training needs to be emailed out by September.	Complete
	Below are actions from the FGB on 20th November 2024	
7.	<ul style="list-style-type: none"> • Declarations of Business interests reviewed and updated and confirmed on Governorhub and hard copy given to school. • KCSIE – Govenors to confirm they have read and understood KCSIE and have understood the key changes. • Governor profile details reviewed and updated. 	Complete
8.	Review Behaviour Policy and make changes.	Complete
8.	Maths and Literacy Visit report to be circulated to Governors	Complete
9.	TORS to be upload to GH	Complete
9.	Safeguarding report to be uploaded to GH	Complete and uploaded to GH
12	Academisation to be removed from upcoming agendas	Complete
13	SDP to be made available to Governors at the March FGB meeting	Complete and circulated to Governors
15	MB to check GIAS has been updated with new Governors	Complete
15	Induction and Safeguarding for Governors training to be completed. (Or booked onto) and GovHub training records updated	Complete
15	Clerk to update and amend / update Governor’s roles, TOO on Governorhub ongoing.	Complete

6. SDP (School Development Plan and SE (Self Evaluation) and Governors Questions

	<ul style="list-style-type: none"> • The SDP and the SEF were shared with Governors in advance of the meeting. • They are working documents, and we will revisit this in future FGB meetings. • The Ofsted framework will link into the SEF. • SDP was presented to S&C committee meeting. Governors liked the plan and the format. • Action - A second document will be drafted by the head with the actions with a 3-year plan. This will be presented to the S&C Committee. This document will track the movement / progression. <p>Governor Questions: Q: Are these annual updates? A: The report is distributed in September and checked throughout the year. The SDP is a live document and is updated throughout the year. Q: How are the reports put together or conducted? A: First, we review then summarise and review the SDP feeds into the SEF. Q: Are the reports Ofsted regulations? A: SDP yes SEF no Q: The reports are great and very comprehensive, and it gives me faith as a Governor that you know what is happening in school. A: Thank You Q: What do you want from us as new Governors? A: We need you to understand the reports and hold us to account be a critical friend, check teacher's and our understanding ask us to show you how we have said we do things. Governors need to know the school and look for the things that we say we are doing and are happening ask to see it in practice ask us the question - How do you know? Governor visits are important, and our staff need to know who the Governors are and that you care and ask questions.</p>	<p>MB</p>
<p>7.</p>	<p>Discuss Governor Matters.</p> <p>Governor Visits</p> <ul style="list-style-type: none"> • Opal Visit is planned for 3rd April 2025 • Wellness visit will be planned for the summer term. • Learning walk is planned for red nose day. • Action – MB to send out a school visit form. • Action – Governors to upload all visits to Governorhub. • Action – Governors to conduct 1 visit per term (Pupil voice to be included in a governor visits) <p>Governor Vacancies – (Co Opted Governor Vacancy)</p> <ul style="list-style-type: none"> • 1 Co-opted Governor Vacancy. • Succession planning is in place. <p>Governor Training</p> <ul style="list-style-type: none"> • OW has conducted a training matrix. Governors to let OW know when they have completed and the matrix to be updated. • MB to email HFL regarding in house training when a session has been agreed. • Action - All Governors to book onto complaints training. 	<p>MB All All</p> <p>All</p>

8.

Headteacher Report and Governors Questions

- The Headteacher report was shared in advance of the meeting.
- The Chair encourages governors moving forward to email questions via Governorhub based on the Headteachers report in advance of the meeting.
- The Head gives a verbal update regarding staff directed learning hours and the Head will be revisiting this in September and will look at pro rata directed learning hours for staff that work part time.
- AH gives a verbal overview and update of SEND.
- The Head explains that the HIP is coming in on 28th March if any governors are available to come in, please let MB know.
- Feedback from the HIP meeting will be shared with Governors.

Governor Questions:

Q: Where do we upload the governor visit reports?

A: Please upload any visit reports to the visits tab on Governorhub

Q: Attendance is below the national average is the absence sickness?

A: It is a mix currently more holidays than sickness. We are dealing with this.

Q: Is attendance on the increase?

A: Yes, when nearing the school holidays attendance does get worse. Parents/ carers take children out to go on holiday.

Q: If the holiday is unauthorised, do you fine the parents?

A: Yes, this is done through the Local Authority.

Q: Do you get told if the fines have been paid?

A: We are told they are issued but not told if they are paid. School do not receive the money.

Q: How do we communicate attendance and the importance of the children being in school?

A: We add attendance to the news latter. Attendance includes lateness so we also explain the importance of being on time for school. I do not do attendance awards as it is not fair as it is not the child's decision to be late or not come to school.

Q: What effect does absence have on the teacher for example if a child misses 1 – 2 weeks of learning due to going on holiday?

A: This adds to the teachers' workloads as they must plan catch up sessions. It is our responsibility to plan a catch-up programme.

Q: Teaching and Learning There was great concern with reading what are we doing?

A: There was great concern following the lack of parental support with reading in EYFS and KS1 so we put on some parent information sessions which were well attended. Each teacher left the meeting with agreed target children and areas to develop within their practice. The next data drop will take place towards the end of this term. We are encouraging parents to read with the children at home.

Q: How do you know parents are not reading at home?

A: The Reading books are not being signed; you can also tell, and the children will tell you. We are also sending individual messages home.

Q: What is the pupil voice?

A: We talk to the children and get and hear their voice on certain aspects. We also ask the children targeted questions, and this helps us to understand and check in on their learning and how they are feeling.

Q: Has Opal reduced behaviour issues?

	<p>A: Yes, we have not had many first aid incidents. Before Opal we had a few trips and falls now the children like to be outside.</p> <p>Q: How is SEN in the school?</p> <p>A: The SEN needs are increasing significantly, and we have a lot more needs coming up next year.</p> <p>We will have 2 more EHCPs being submitted these will be written and submitted next term. We have 1 EHCP in progress this is approved awaiting EHCPNA and another 2 in progress. 2 children are awaiting specialist provision.</p> <p>Q: How long is the process?</p> <p>A: It is a 20-week process.</p> <p>Q: How long is the wait for a tribunal?</p> <p>A: Up to a year wait currently.</p> <p>Q: The 2 EHCPs that are in progress is this an additional cost to the school that is not funded is the shortfall approx. £13k and county do not cover this shortfall?</p> <p>A: Yes, the shortfall is not covered by the LA until the EHCP is approved. We chase the EHCP co coordinators at county and keep a thread of the journey.</p> <p>Q: VIVUP how do we know that we are getting value for money?</p> <p>A: It costs £2.34 per staff, we do not know individual staff usage but personally I have saved £1K on my shopping!!</p> <p>Q: Does county give you a report?</p> <p>A: No.</p> <p>Q: Will they give us a summary of who is using it?</p> <p>A: No due to GDPR.</p> <p>Q: Should we write a letter saying thank you to staff and recognising their good work?</p> <p>A: On the governor visit day in June Governors could meet and talk to staff and thank them face to face.</p> <p>Q: You did a staff survey recently is this anonymous feedback and does any of the results feed into the SDP?</p> <p>A: They are standard questions from the DFE staff workload, and the answers are anonymous. The survey is about staff wellbeing and how staff feel about their workload and managing it the results do not directly feed into the SDP.</p>	
9.	<p>Chairs verbal update from Committee Meetings.</p> <ul style="list-style-type: none"> • The minutes from the committee meeting were shared in advance of the meeting. • Verbal update given regarding the flat roof bid. • Verbal update given on long term plans for OPAL such as the sand pit and storage for wellies. <p>Governor Questions sent via email regarding SFVS (LF - SBM answered):</p> <p>Q: Looks like both the Asset register and BCP plans are being updated, when will they be completed and can you share them with us, please?</p> <p>A: The updated Asset register and BCP plans will be updated and available to circulate at the next FP&P Governors meeting on 21st May.</p> <p>Q: You advise that the governing body should be receiving a report on the school's budget 6 times a year, is this being sent out to governors?</p> <p>A: Going forward I will be sending the school budget to the Governors each month following discussion of the numbers with MB.</p>	

	<p>Q: Question 20 refers to the 'Finance Handbook' can you share that with me please? A: LT sent SB the Financial Handbook - it says April 2017, but this is the latest version.</p> <p>Q: Question 21 - is there a roadmap/schedule of when contracts expire for governor visibility? A: Yes, we have contracts register. The Governors are welcome to see the register on the Governor visit day.</p> <p>Q: Question 24 - when is the next school site walk planned for in 2025? A: MB and LF (SBM) did an internal walk around a couple of weeks ago. We are doing an external walk around this week.</p> <p>Governors Questions:</p> <p>Q: When will the work on the Flat roof be done if the bid is successful? A: If successful it will be budgeted for in the next financial year.</p>	
<p>10.</p>	<p>Review of School Website. Statutory Requirements – (Governor’s feedback).</p> <ul style="list-style-type: none"> • ST conducted a review of the school website on 31st January 2025. No issues were found. The website is compliant. 	
<p>11.</p>	<p>Ratification of Policies (all policies that require ratification will be in the meeting folder on Governor hub)</p> <ul style="list-style-type: none"> • Uniform Policy – A proposal to be added into the policy will be is that the policy will say that children will be allowed to wear black trainers (all black trainers including the sole). The reason behind this is that with the introduction of Opal getting bigger and using the full grounds the children will need supportive shoes. Feedback from parents is that the school shoes do not last long and that trainers are more sustainable. • Opal Play policy March 2025. • Trainee Teachers and Work Experience Students Policy. • Volunteer Policy • The above policies Opal Play, and the Trainee Teachers and Work Experience and Volunteer policies were ratified by all Governors. All the above policies were shared in advance of the meeting for Governor’s review. • The update / proposal to the reference black trainers in the uniform policy was agreed by all Governors. <p>Governor Questions:</p> <p>Q: In terms of the wearing trainers how do you stop parents pushing boundaries and sending the children in with black trainers with the white ticks or writing on them?</p>	

	<p>A: Parents sign a home school agreement and agree to the uniform standards. When we send out the letter to parents, we will attach links and send out examples and pictures of the types of trainers that are fully black and suggestions of where to buy them.</p>	
12.	<p>AOB</p> <ul style="list-style-type: none"> • The school will be renewing the Governorhub contract and have agreed the added charges. • All Governors agree that Governorhub suits all needs of the governing board due to storage of documents, communication, the knowledge, and the training. 	
13.	<p>Close Of Meeting</p> <ul style="list-style-type: none"> • The next FGB meeting is planned for Wednesday 18th June at 4.30pm. This is the Governor Visit Day. – Governors Agreed 	

Meeting Ended – 20.46pm