



Minutes – Full Governing Body (FGB) meeting

Wednesday 30 April 2025 at 3.45pm

Attendees:

Governors: Jackie Ferguson (JF), Lee Poultney (LP), Gavin Morris (GM), Dee Hope (DH), Jess Edgecombe (JEd), Jess Booth (JB), Ruth Piercy (RP), Alison James (AJ), Lesley-Anne Avis (LAA) and Lisa Fielder (LF)

Clerk: Janet Ellis (JE)

Guest – Abbie Pearson (AP)

Maths presentation

AP provided an informative presentation on Maths to update the Governors following the Peer review and subsequent actions taken at the school. See presentation slides on the Gov zone for further information.

1. Welcome and apologies

JF welcomed the FGB. There were apologies from Jennifer Collings (JC), which were accepted.

2. Declarations and Chairs Actions

There were no declarations or Chairs Actions to report.

3. Approval of the minutes and Matters Arising

3.1 Approval

The minutes from the FGB meeting on 22 January 2025 were approved.

3.2 Matters arising

Defibrillator – training has not taken place. Action c/fwd

Wellness meeting between LP and RP – this meeting has not occurred. Action c/fwd

Teachers presenting at FGB meeting – the next teacher scheduled is Ms Langford, LP to liaise with her regarding content of the session.

e-safety session for parents – this has happened, although participation was slightly disappointing

Marketing ideas/use of social media - a meeting has not taken place. Action c/fwd.

Estate agent link up to promote school – JF has made enquiries and discovered that for the agent in question, they pay the school for use of their name on the advertising; however she noted the school is classed as Outstanding so this may have influenced this factor. She agreed to speak to local agents about progressing this initiative.

School Newsletter – FGB agreed that an end of year Governor update in the school newsletter would be appropriate.

Actions

LP	Organise Defibrillator training for staff as necessary	May 25
LP	Organise wellness meeting date with RP	May 25
LP	Liaise with Ms Langford ref July FGB attendance	9 May 25

LAA/JB	Meet ref marketing ideas/use of social media	Summer term
JF	Estate agent link up – next steps	Summer term
JF	End of year article for school newsletter	11 July 25

4. Governing Matters

JB informed the FGB that she may have to leave the Board for personal reason at the end of the Summer term, the FGB noted they may therefore need to recruit for a new Co-opted Governor.

5. Heads Report / Special Educational Needs (SEN) and Safeguarding reports

5.1 Introduction / summary

LP took the FGB through the previously issued Heads Report highlighting the new Teaching Assistant (TA), the Peer review at Overbury school and the visit by the School Improvement Advisor (SIA) who had discussed broad issues and evaluated non-core assessments as per the School Development Plan (SDP) target.

LP noted that teaching staff had produced a number of 'non-negotiables' in this regard for subjects such as PE, Art and music. RP asked what this consisted of and LP stated it included items such as Floor books and photographic evidence and he agreed to forward the document to JE for the FGB. FGB requested these items be made available at the next FGB meeting for those who wanted to view in more detail, LP agreed to this.

LP then reminded FGB of the issues with increased workload for teachers and informed them that Miss Ballard had achieved her TA Level 3 during the Easter holidays.

Regarding the Ofsted visit for the new Nursery, LP noted this was due to take place on 23 May 2025, adding that the capital grant for £30k had been agreed by Worcestershire County Council (WCC). LP stated that a new pupil had started in pre-school this week and JF enquired what the final intake numbers for September 2025 were. LP remarked this week was the parental deadline for acceptance, so the school will know numbers very soon.

The figures for attendance and Persistent absence (PA) were discussed briefly and LP noted that the school were working to decrease PA to under 10%.

5.2 Leadership and management

LP noted the excellent achievements from staff in gaining their qualifications, the hopefully improved intake numbers and the governor monitoring which had taken place in the Spring term.

See confidential minutes also

5.2 Quality of Education

LP highlighted that only Year 4 has met the 90% progress target this year, but noted that the small cohort numbers in Year 1 and 2 had skewed the data. He informed FGB that pupil progress meetings had taken place on 29th April where the performance of non-SEND pupils had been addressed. He informed FGB that the team were now using staff meetings to conduct monitoring and this was proving an effective method.

5.3 Pupils personal development, welfare and behaviour

LP reiterated the PA target of below 10% and also reminded FGB the school had used the parental questionnaire to assess whether changes to clubs were necessary; he highlighted the success of the Wellness club which included crafts and mindfulness activities.

5.4 Early Years (EYs)

FGB noted the current priority was preparing for the Ofsted visit to assess the new Nursery.

LP stated that progress had been made in Communication & Language, however, Good Level of Development (GLD) remained at 53.8% and due to the cohort's needs, it was unlikely to change by the end of the year. LF noted that support was being given to individuals to ensure progress is being made.

5.5 SEND

Governors were referred to the separate report, which had been discussed at Quality Committee this week.

5.6 Parent collaboration, community & enrichment

LP outlined the significant number of activities which had taken place in the Spring term .

5.7 Safeguarding report

Governors were referred to the separate report and GM noted he would be making a visit this term.

Actions

LP	Forward non-negotiables document to JE for FGB	9 May
LP	Floor books/ photos at FGB meeting	9 July

6. Quality committee update

LAA noted the absence figures which had increased but reassured FGB these were largely due to illness; she commented on the Governing monitoring which had taken place and DH stated that she was visiting the school next week. LAA noted that she would liaise with JC and Mrs Richards (nee Kirby) regarding a visit on Art including what greater depth encompassed in this subject.

LP commented that now Mrs Organ had achieved her Level 5 Diploma as a Trauma Informed Practitioner she would conduct a training session on this at the June TED day. The FGB agreed they would like to have a training session on this subject and JE agreed to liaise with Mrs Organ to make this occur.

Actions

LAA	Liaise with JC and Mrs Richards ref Art visit	23 May
JE	Liaise with Mrs Organ ref training on Trauma Informed Practice	Complete

4.53 DH left the meeting

7. Finance and Premises Update (FPC)

AJ provided an update from the previous committee meeting, (the full briefing document is on the Gov zone).

AJ reported that the Schools Financial Value Standard had been signed off and submitted to the Local Authority (LA), the Fire service had recommended some improvements at the school and a small amendment to the Finance policy had been made. LP noted that the issue with damp at the school was being referred back to the window installer on the recommendation of PR Associates.

See confidential minutes also

8. Nursery

LP reiterated that the Ofsted Registration visit was due on 23 May 2025 and stated that most policies were now in place for the Nursery's opening, highlighting the importance of the Health and Safety policy. He encouraged LF to liaise with Zoe Corfield (Early Years at Worcestershire County Council) regarding any outstanding items and to also meet JF as required.

JF asked when staff recruitment would take place and LP stated this would probably take place just before school broke up for the Summer term.

LAA noted that she had some volunteers for the pre-Registration clean up at the Children's Centre on 17th May, but asked that LP include an item in the school newsletter to see if there were more volunteers available, which he agreed to do

Actions

LP Include item re 'cleaning' day on 17th May (am) in Newsletter 9/16 May