



ALEXANDER HOSEA PRIMARY SCHOOL

'Roots to grow, wings to fly'

Full Governing Board Meeting Minutes

20th March 2025 at 6:30-8:30pm at school

Attendance:

Jo Dent (Chair/JD)
 Deb Williams (HT/DW)
 Kim Edgar (SENDCo)
 Leanne Peachey (LP)
 Tara-Lou Price (T-LP/SBM)
 Rob Crerar (RC)
 Julie-Anne Webber (J-AW)
 Jenny Narborough (JN)
 Tom Longstaff (TL)
 Samantha Nunn (SN/Clerk)

Apologies:

Katy Hillier
 Stacey Giles
 Sally Windmill
 Gareth Fielding

Reminder: declare any interest that you may have in any decision prior to that decision being reached.

Ref. (Time)	Item	Comments	Action
1. (6:30)	Welcomes and apologies <i>Determine if meeting is quorate (6)</i>	Welcome to Julie-Anne and Tara-Lou Price new parent governor and co-opted governor. Apologies: Katy Hillier, Stacey Giles, Gareth Fielding and Sally Windmill. Meeting agreed as being quorate.	
2. (6:30)	Declaration of Interests <i>Governors to declare if they have any business interests relevant to the items on this agenda</i>	Julie-Anne – Employee of CSET Sam – Employee of Leaf Leanne – Employee of Novalis Trust	
3. (6:30)	Minutes of previous meeting <i>To confirm as a true and accurate record</i>	Minutes agreed as being an accurate record of previous meeting.	<i>Chair to sign minutes Clerk to file.</i>
4. (6:35)	Matters Arising <i>To check actions from last FGB</i> <ul style="list-style-type: none">• Outcome from site walk (RC and SBM)• Policy register (SN)• SLT SDP Review	Site Walk: Last one was in October. Policy register: SN working with Alison to keep policy list up to date. SN to inform Alison of policies agreed by governors.	<i>T-LP and RC to arrange next visit.</i> <i>Clerk to inform Alison of policies agreed.</i>

	<ul style="list-style-type: none"> • Governor Day Agenda • Deputy Head Vacancy • Co-opted governors – DW to contact Secondary Schools and TL to contact WEAG. • Clerk to collate information on declaration forms. • JD to contact SW re retrieval practice. • JD to arrange visit with KE regarding maths. • TL – What should schools publish online? 	<p>SDP review: SLT have reviewed SDP. DW asked if governors would like a report – governors would like a summary of review.</p> <p>Governor Day Agenda JN and JD will be in for the morning. Agreed to both coordinate individually with the school to arrange what they would like to do. RC explained that he may be able to be involved. TLP to let RC know if they can meet for site walk.</p> <p>Deputy Vacancy: Deputy appointed.</p> <p>Co-opted governors: DW has asked previous governors to see if they may be interested in becoming co-opted governors. SN to check how many meetings governors need to attend. JD suggested it may be worth keeping previous governors as a back-up for committee meetings. WEAG – TL explained that there was no interest unfortunately.</p> <p>Declarations: RC and KH – SN has carried over declarations from previous years.</p> <p>Monitoring: JD and KE have meeting arranged for maths.</p> <p>What should schools publish online? TL is going to send report written to SN and file on Teams. TL explained what he could see as missing from the school's website.</p> <ol style="list-style-type: none"> 1. Statement about curriculum – where can parents find out about curriculum? 2. Publish music development plan. 3. Link to benchmarking information. TLP has link for this. 4. Link to the schools' performance measures 5. Business plan last ratified in 2015. Needs current version and old one to be removed. 6. PE yearly overview from 22/23 – do we have a more recent one? Up to date PE overview to be added to the website. 	<p><i>DW to provide a summary of SDP review for governors.</i></p> <p>SN to check amount of meetings governors need to attend.</p> <p>SN to update and send to website and file on Teams.</p> <p><i>Report written added to Teams (SN/TL).</i></p> <p><i>TLP to add link to website.</i></p> <p><i>TLP/DW to add business plan and remove old one.</i></p> <p><i>PE overview to be added.</i></p>
5. (6:40)	<p>Committee Reports <i>To provide updates and ask questions</i></p> <ul style="list-style-type: none"> • Teaching and Learning 	<p>No questions or queries. P&F meeting postponed as not quorate.</p> <p>SFVS:</p>	<p><i>Next P&F date to be arranged.</i></p>

	<ul style="list-style-type: none"> • Premises and Finance • Staffing and Welfare 	<p>TLP needs to add dates. Due to be submitted before the 31st March. Approval to be given via email once TLP sends out. TLP explained that the budget is in deficit and is predicted to be around £5000. Overall budget had lots of contingencies in place so the school may have a deficit slightly less than predicted. TLP and DW explained that AHS is predicted to be in deficit for the next 3-5 years. TLP explained that this is the same as other local schools. The smaller classes have contributed to this. DW explained that the reception class is full for September. DW explained that the school was oversubscribed with 36 first choice places and a 13 second choice places.</p> <p>SIMS: TLP recommending SIMS support packages. Runs out 31st March. Approved</p> <p>Staff Insurance: TLP explained that this needs to be approved. Question – Are we going to stay with the same insurer? Yes – it covers teaching staff and some teaching assistants. School can claim when staff are off for more than 5 days. Question - How much is it? Usually around £9000. TLP and DW explained that school have always managed to claim it back previously. TLP and DW explained that there is a large cost for supply if a member of staff off. TLP recommended that AHS stay with the same provider with the same cover. TLP and DW explained that it covers other aspects such as bereavement and not just sickness. Approved.</p> <p>GDPR: Cluster of schools have looked into services provided and have decided to go with a different provider. It is felt that they provide a better service than South Glos. The service costs less. The contract is ending on 31st March. Question - What do they do? TLP explained that if there is a GDPR breach they give the school advice. They also offer training and there is a portal for staff to access. They also provide legal documentation to display in the office. Approved.</p>	Approval to be given via email once TLP sends out.
6. (6:45)	<p>Matter's Arising from other Committees <u>T&L, S&W</u></p> <ul style="list-style-type: none"> • Accident log • Monitoring (see item below) <p><u>P&F</u></p> <ul style="list-style-type: none"> • SFVS 	<p>Accident Log: Take to next T&L meeting.</p> <p>Discussion around toxic plant in school grounds. TLP and DW reported that a child ate plants in school grounds and needed medical assistance. Children are no longer able to go in this area. It has been sprayed.</p>	

	<ul style="list-style-type: none"> • Fire alarm triggered 26.2.25 • SIMS Support Package • Staff absence protection quote 2025 	<p>Fire alarm:</p> <p>Fire Brigade were happy with school's knowledge. DW reported that the security company didn't call 999 on the school's behalf. School called. Something to be aware of if a fire starts in the night.</p>	
<p>7. (6:55)</p>	<p>Head Teacher's Report</p> <ul style="list-style-type: none"> • MAT Updates • Admissions and numbers on roll • Behaviour and safeguarding • Curriculum • Staffing and professional development • Values 	<p>MAT updates:</p> <p>DW explained that the MAT working party has met twice. There are 3 MATs to consider - Leaf, CSET and Mosaic. DW explained that they are going to invite all CEO's in to present to governors.</p> <p>LP explained that she would be able to gather feedback from staff at Mosaic.</p> <p>DW explained that in a staff meeting, staff split into groups to look at all of the websites and individual school websites.</p> <p>DW stated that staff have a preference towards Leaf. CSET and Mosaic – staff felt that the values were not child-led/specific to primary children. However, they are still interested in looking into all of the trusts' visions. DW explained that they want to keep the current school values. School feel it will be positive to see all CEOs and for them to present to governors.</p> <p>Question - Why are AHS looking into joining a MAT?</p> <p>DW explained that the South Glos offer is shrinking (School improvement support, etc...) Schools have joined academies so services are shrinking and there isn't much to access. DW stated that AHS get support through Leaf as a partner school at the moment. South Glos current services are for compliance rather than professional discussions. KE explained that schools were initially told they would need to join an academy but the deadline has changed from 2023. JD explained that the government have more control through academies.</p> <p>DW explained that AHS currently spend £500 a year for involvement with a support partner. DW explained that AHS works within a cluster of schools. Some of these schools are leaving to join a MAT in September. At the moment, AHS partner for free with Leaf. DW explained that they still wanted to engage and Ross Newman allowed to AHS to join free of charge.</p> <p>Questions - Does a deficit budget impact joining a MAT? DW explained that it would be a question to ask Ross Newman this evening. It was discussed that</p>	

		<p>money goes into the central pot and is then distributed to schools. DW explained that once you go into an academy, you can't go back to being local authority maintained.</p> <p>JN asked whether it would be useful to give information to parents to explain why we are looking into a MAT.</p>	
<p>8. (7:05)</p>	<p>Documentation/Policy Review</p> <ul style="list-style-type: none"> • Appraisal and Capability Policy • Periods and Menopause in the Workplace Policy • Record Retention Policy • Staff Discipline Policy • Assessment Policy • ECT Induction Policy 	<p>DW explained that across the policies, the values were edited and a few changes were made. Some are model policies from the LA.</p> <p>Appraisal and Capability Policy: DW explained that this is the South Glos model. Question - what do we action as governors? It was explained that governors only need to know that it has been carried out. JD explained that governors don't have the details shared with them. DW explained that action points are almost always linked to the SDP. Teacher appraisals are mandatory whilst for other staff it is not. AHS do complete appraisals for other staff – this is best practice. Approved.</p> <p>Periods and Menopause in the Workplace Policy: There is a procedure for children in place. Year 5/6 staff know about this procedure for supporting pupils. JN stated that this policy isn't on website. TLP explained that as this one is not for parents, it doesn't go on the website. This policy is for staff to access. Approved.</p> <p>Record Retention Policy: One change has been made – records need to be kept for 6 months rather than 12. Question – Do we have an information security incident procedures policy? It was explained that there is a form to fill in. GDPR aspects are on the data protection policy. Approved.</p> <p>Staff Discipline Policy : Approved.</p> <p>Assessment Policy: DW explained the changes were made to reflect what happens now regarding assessment. The Headstart assessments are used and standardised score tests alongside teacher judgement.</p>	

		<p>Approved.</p> <p>ECT Induction Policy: Approved.</p>	
<p>9. (7:15)</p>	<p>Monitoring <i>To update the board on any monitoring activities</i></p> <ul style="list-style-type: none"> Link governor roles - update on monitoring that has taken place. Future monitoring agreed? 	<p>Monitoring will take place on governor day next week.</p> <p>Curriculum staff meeting: JD explained that it was interesting to hear feedback from staff about their subject areas through an update and next steps. Staff had looked at whether the planned curriculum is taught, which it is. Staff shared positive accounts of retrieval practice and other monitoring that has taken place within their subjects. Staff explained that monitoring had taken place and what was next. Staff shared clear next steps for their subjects. JD explained that it was a very positive experience to be involved in and to please pass on thanks to the staff team.</p> <p>Appointment of deputy: JD explained that she was involved in all of the process. The CoG is involved in the appointment of leadership roles. JD explained that safeguarding was covered during application process such as looking at gaps in employment. JD explained that it was a positive process and was very well planned. A range of tasks were prepared and were suited to the role – presentation, working with children etc...</p> <p>JN explained that she took part in SEN monitoring with KE. They walked around the school to look at provision and looked at support plans. They looked at effectiveness of support plans for staff. The next step is to come in and speak to children.</p> <p>LP – asked to arrange a time with DW (Thursday or Friday during first week back after Easter). Arranging to come in regarding English and PSHE.</p>	<p><i>DW to pass on thanks to the staff team.</i></p>
<p>10. (7:20)</p>	<p>Governor Admin</p> <ul style="list-style-type: none"> Training – Ofsted training (from bulletin), training from TLP (see email), safeguarding training. Certificates of training to SN to file. Update on Teams from IT (SN) 	<p>Back in Ofsted window next summer. LP – happy to take part in Ofsted training. Need to look into date and time of training.</p> <p>Certificates/evidence of training to be uploaded to Governor Hub.</p> <p>SN explained that IT would like a list of those who cannot access Teams. Need to use hidden channels to see files.</p>	<p><i>Email governor services re OFSTED training. SN to let LP know.</i></p> <p><i>Governors to add training evidence onto Governor Hub. SN reminder email.</i></p> <p><i>SN to gather information – who</i></p>

	<ul style="list-style-type: none"> Governor roles – new parent governors and co-opted governors. Safety of files (SN) 	<p>JD mentioned the removal of previous governor roles. TLP requested a list.</p> <p>Committees: T&L - SG P&F – TLP and JAW</p> <p>JD explained that we should have a nominated governor to complete a Health and Safety audit. TL to lead.</p> <p>Question: Do we have a terms of reference? There is a form to be filled in with staff.</p> <p>Health and Safety audit: Delegated services came to do an audit. AHS have a list of things to action. One of these is for AHS to have a Health and Safety governor. Evidence is sent prior to next audit.</p> <p>Question - Is there a deadline? Before next audit in May.</p> <p>DW left to see if RN had arrived.</p> <p>Question – Is there a set amount of monitoring that needs to be done by governors? JD explained that the board need to have governors with specific responsibilities for example: Safeguarding, SEN, EYFS. Governors are expected to do some monitoring – try to do it all in one day on governor day but this is not always possible with working patterns.</p>	<p><i>can and cannot access Teams? Send on to IT.</i></p> <p><i>SN to pass list on to TLP.</i></p> <p><i>SN to send out dates to new governors.</i></p> <p><i>SN to update governor list and send to everyone. Upload to Teams.</i></p>
11. (7:25)	GDPR <i>Update given if required</i>	No updates.	
12. (7:25)	AOB •	JD explained that she is going to be stepping down at the end of this academic year.	
13. (7:25)	Date of next meeting	Thursday 15 th May 6:30-8:30pm at school.	
14. (7:30)	Ross Newman presentation regarding The Leaf Trust	<p>DW returned with RN and FK from the Leaf Trust. RN explained that they were going to give an overview of the Leaf Trust and answer any questions the governors may have.</p> <p>Summary of presentation:</p> <p>Leaf – primary only trust in South Glos and Bristol with a group of unique primary schools. RN</p>	

		<p>explained that they were asked by DfE to set up a trust. The values were shared - belong, grow, succeed. The importance of everyone belonging to the family of schools was shared.</p> <p>RN explained that when establishing the trust, the uniqueness of the schools was important to them. It was explained that the standards across the trust should be same but there is freedom to get there on an individual school basis. Shared the importance of being a primary and early years trust –not secondary.</p> <p>There are currently 14 schools in the trust – all geographically close. RN and FK shared the importance of deep collaboration.</p> <p>Two designations - Five counties collaboration (ECTs and NPQs) and English hubs.</p> <p>Crossways and Sea Mills are joining the Trust. Willow Park school in Bristol is also joining.</p> <p>There are currently other schools in talks with the trust who are looking to potentially join.</p> <p>The trust is mixed –there are some church schools and some community schools.</p> <p>2 resource bases.</p> <p>2 DFE designations.</p> <p>2 nurseries.</p> <p>It was explained that the promise the trust make is for them to be led by experienced primary school leaders – need to have been a head for a decade and in at least two different schools.</p> <p>Claire Ridsdale has joined the Trust. They are committed to being a reading trust.</p> <p>FK explained that children are at the centre. The trust worked with children from across the schools and asked them what they thought the benefit of joining a MAT would be. This led to the development of the pupil pledge.</p> <ul style="list-style-type: none"> • Children explained that they wanted the best teachers, leaders etc... and that they want to develop a love of reading across the schools. • FK explained that the trust have a Literature fortnight – there are author and illustrator visits, RN reads online to the children in the trust and there are competitions. • Pupils voiced that they want to share learning with a wider audience (wanted penpals) and an audience beyond their own school. For example, the trust hold a choir performance with the choirs from across the trust. 	
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		<p>Sustained flourishing – the whole child.</p> <p>Question – how does the trust gather information around how the staff, children and parents feel regarding a strong sense of belonging? RN and FK stated that surveys are completed by staff, families and pupils. The trust have use a social media platform – it started as HT’s giving recognition to members of staff and now other staff members are adding recognition too. They explained that they look at this as a trust to gather information. There are Leaf awards which are peer nominated. RN comes to assembly to give awards. The trust work with heads – coaching with heads to bring the values into the school. They are visible in school – not just when there is a problem. Drop into schools during INSET days. RN visits each school once a term. Children give the tour.</p> <p>Question -do you meet the families? See families as we live in local community.</p> <p>School improvement – improve not prove.</p> <p>Categorise schools – 3 levels</p> <ul style="list-style-type: none"> • Breakthrough schools – universal support. Secure. • Build up school – enhanced support. Everything from universal support plus a bit more. This may be if a school’s results have dropped for example. • Reset school - bespoke support in place. <p>Question – what does this mean for finances? Cover further later...</p> <p>Universal support – this will include subject support, heads days etc...</p> <p>Peer review programme - heads get to go to other schools. This is informed by spotlight visits and learning sets. It may involve working with subject leads etc to support rather than check. It is up to the school what they would like to volunteer for support. Learning sets work together.</p> <p>Build up school – same universal offer. Have additional support – eg: subject specific support, additional spotlight visits to assess impact.</p> <p>Professional Development:</p> <ul style="list-style-type: none"> • Networks 	
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		<ul style="list-style-type: none"> • Conferences – maths this year, reading next year. <p>Question - do you send staff to national conferences?</p> <p>RN and FK explained that schools can choose what they do. RN explained that as a trust, they use speakers they know and have seen before. There are conferences for all members of the staff team – teachers, support staff, site and admin.</p> <ul style="list-style-type: none"> • Virtual offer – termly training. Run by the executive team. It was explained that the trust try to offer more than a school could do on its own. • New to headship and executive leadership offer. External mentor from the trust. • Moderation for English, Maths and EYFS. • Distinctly primary days – focus on the joyful areas of learning. All about elements of primary practice to then take back to schools. <p>Governance: we have local governing bodies. Still want parent governors to be involved. Board would stay in place but with a different focus.</p> <p>Business: Operations and site support. The trust have been able to invest money in schools. HR and recruitment Finance and payroll Compliance and GDPR IT Crisis management and complaints H&S Managed centrally.</p> <p>RN and FK stated that the trust promise they will always be there for their schools. They suggested to come and visit schools and speak to the heads and chairs. Before agreeing to join, there is a need to ensure that all of our values are aligned – it works both ways.</p> <p>RN left a gift – the book created by the children from the trust, written by the children and the annual report which includes an overview of the things that have taken place.</p> <p>Question – we have a strong connection with KLB, can this link continue? Encouraged to keep this going.</p>	
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		<p>Question – staff would like to know what happens regarding pay and pensions? Nothing changes. All transfer over on same contract, pension etc..</p> <p>Part of the people pledge: There is a reward gateway – cycle to work scheme, discounted gym memberships, salary sacrifice schemes for new cars etc...</p> <p>RN explained that they want people to be in schools where they are aligned. They would only ask someone to move if a school needed support/stop redundancies. There is a transfer window for staff to apply and move to another school in the trust.</p> <p>Question – how does this look from an admin perspective? Stays the same. The biggest changes would involve the business manager. Things that are different for the SBM – new finance system and payroll system. They would have a mentor for induction and training before. RN stated that SBMs won't work in isolation in the trust. RN explained that as a trust they use Arbor and that AHS would need to move to this. Schools arrange their own staffing structure.</p> <p>Question – regarding resource sharing, are there plans for shared SEN provision? Looking into AP – need to weigh up costs, provision and the expertise shared across the trust.</p> <p>Question – is SEN funding shared? Per pupil funding shared - top slice. Other premiums go to individual schools.</p> <p>Question – This is often not enough, how do you top that up? We don't. No central money in the trust.</p> <p>Leaf –main grant – everyone gets grant assigned from DfE. 5.5% stays at centre and is pooled. 100% of pp, SEN goes to individual schools.</p> <p>Question - will the 5.5% go up? Tried not to increase. RN and FK explained that they are taking supply in house with the development of a new supply agency.</p> <p>Question - how does it work with deficit budget? That stays with school. DW explained that the school have a deficit of £5000.</p> <p>RN explained that money comes in monthly and you can't overspend.</p>	
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		<p>Question - what time scales are we looking at? RN explained that the earliest would be April 2026. More likely Sept 26. LA ask for 6 -10months for legal transfer. (Unless there is anything unusual). DW stated that there is no nursery provision in the village. RN explained that the trust can help with this if it is something AHS are interested in.</p> <p>Question – do you assess maintenance of buildings? Yes. Big contracts- grounds are done centrally. Some schools have lifts – centrally. Contracts – would be decided as to who manages it.</p> <p>JD thanked RN and FK for coming in to talk to the governor team.</p>	
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