



ALEXANDER HOSEA PRIMARY SCHOOL

'Roots to grow, wings to fly'

Full Governing Board Meeting Minutes

Thursday 11th July 2024, 7:00pm at School

Attendees:

Deb Williams (HT) – *Head Teacher*
Governor
Jo Dent (Chair/co-opted)
Neville Kingdon (Vice chair/joint chair T&L/parent)
Rob Crerar (RC) (*Parent*)
Peter Lloyd (co-opted)
Jenny Narborough (parent/joint chair T&L)
Leanne Peachey (parent)
Yasmin Frampton (parent)
Gareth Fielding (GF) – *LA Appointed / P&F Chair (Partial Attendance) (partial)*
Katy Hillier (KH) (*Co-opted*)

Invitees:

Apologies:

Kim Edgar (staff)
Sally Windmill (staff)

Absent:

Dan Elias (parent)

NOTE: the school does not currently have a Clerk so the minutes were taken by Katy Hillier (co-opted governor)

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

Ref. (Time)	Item	Comments	Action
1. (7:00)	Welcomes and apologies <i>Determine if meeting is quorate</i>	Yes	
2. (7:00)	Declaration of Interests <i>Governors to declare if they have any business interests relevant to the items on this agenda</i>	None	
3. (7:00)	Minutes of previous FGB meeting 16.5.24 <i>To confirm as a true and accurate record</i>	Yes with minor changes: many of the children	
4. (7:05)	Matters Arising <i>To check actions from last FGB</i> <ul style="list-style-type: none">••	None	
5. (7:10) 5 mins each	Committee Reports <i>To provide updates and ask questions</i>	T&L – none. HT report rolled to FGB. P&F – meeting missed before last one but met last week. 2 highlights:	

	<ul style="list-style-type: none"> Teaching and Learning ? Premises and Finance 3/7/24 Staffing and Welfare 12/6/24 	<ul style="list-style-type: none"> had first Internal audit in 8 years – all went well. Some minor actions for SBM. Boiler – contractual agreement now arranged for replacement over the summer. <p>Chair noted that S&W and T&L will be combined committees from September.</p> <p>HT would like to let the boiler company have the key and code for summer works. Risk assessment. Code to be changed at the end of summer. Governors agreed.</p>	
6. (7:25)	Matter's Arising from other Committees <ul style="list-style-type: none"> Prevent Training (Gobs) Internal Audit actions 	<p>Prevent training - have all governors done it? In the absence of clerk, governors need to all make sure we have done the update. All governors agreed they would check their records.</p> <p>SBM to produce lists of requirements and dates: pecuniary interests, prevent, keeping children safe in education, code of conduct, confidentiality.</p>	<i>Prevent certificates to SBM as required.</i>
7. (7:30)	Head Teacher's Report <ul style="list-style-type: none"> Achievement/Progress Quality of Teaching Attendance & Exclusions Behaviour & Safety Leadership & Management Staffing Updates SDP end of year Review 	<p>Headteachers report provided on portal before meeting</p> <p><u>Independent audit (see Internal Audit report July 24):</u></p> <ul style="list-style-type: none"> governance: high standard Overall: reliable standard – <ul style="list-style-type: none"> ➤ Budget agreed, set and documented ➤ Minutes clear and approved ➤ Pecuniary interests on school website ➤ Transaction logs are completed and checked against statements <p>Actions: Purchasing policy amended. Payroll recon – monthly.</p> <p>Advisory: fraud prevention when emailed bank details for invoice / chase school fund audit certificate (audit has been done).</p> <p>Recommendation for governor actions (see Internal audit report):</p> <ul style="list-style-type: none"> ➤ Table of delegations ➤ Audit of skills - annually ➤ Policies approved ➤ Authorised signatories approved – done by chair. <p><u>Leaf academy:</u> Partnership free this year. Offer of £6k. HT went back with key things the school would like - £2k. Still possibly too much this year. HT offered to go to HT days for free. HT keen to continue accessing leaf resources for training. Chair agreed that keeping the relationship open would be beneficial as we still need to make a plan for the future.</p> <p>Governors agreed we need to look at a few options, then consider when to do due diligence.</p>	<p><i>What documents has previous clerk got at home. Where are things saved?</i></p> <p><i>Audit of skills to be done annually.</i></p>

		<p><u>Numbers on roll</u> 226 on roll currently. Full in years 2-6 and waiting lists in many. On roll next year is 6 fewer as 23 only in reception so trying to boost reception numbers. This adversely effects the budget.</p> <p>Pupil Premium – free school meals Pupil premium – 21. Up from 5 PP children five years ago. 9 PP are in year 5 , so less income when they leave but not immediately due to the timing of the adjustments.</p> <p>Governor asked if it was hard to get parents to apply for Free school meals Pupil Premium in infants as children get free school meals regardless – HT confirmed this was the case and they are heavily advertising on newsletter.</p> <p>Governor asked: Could family support worker approach? Tricky to approach parents to suggest they might be eligible, but can recommend if circumstances change.</p> <p>HT updated governors on the new guidance for PP spending – HT will review and new format for online – HT showed the governors the new pie chart ½ quality teaching; ¼ interventions; ¼ extra curricular (eg trips, attendance, uniform etc). HT will review with PP governor once done.</p> <p><u>Support priority from South Glos Council</u> HT shared the council banding system for support required by the school - the school is the lowest priority level (3), which is good.</p> <p>Governor asked about the sentence about AHS supporting other schools. HT confirmed we support others with EYFS and some other areas of strength. We draw on other schools in our Cotswold Alliance Hub too for areas we are developing.</p> <p><u>Sports premium</u> Sports premium – the new format is still not available but the background work has been done.</p> <p><u>Staffing</u> Vacancy – lunchbreak supervisors Fri and Mon. TA one pm required. Mrs Gee HLTA leaving after more than 3 decades at the school– will be continuing to come in and volunteer and cover some classes from time to time. Mr Keeping (teacher) left. New staff: previous maternity cover position Miss Hurford (teacher) is staying. Retained experienced SEN TA - moving to reception to support a child.</p>	<p><i>HT to review new PP document with PP governor (JN) once done.</i></p> <p>Leanne Peachey, Peter Lloyd, Katy Hillier cannot get onto the documents on governors Teams. <i>HT to follow up with IT.</i></p>
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<p>8. (7:50)</p>	<p>Monitoring <i>To update the board on any monitoring activities</i></p> <ul style="list-style-type: none"> • Monitoring Planner • Governor Visits • Governor Day 	<p>Chair emphasised that Governor day is really valuable and is beneficial for monitoring – the governors recognised that more monitoring would have been beneficial this academic year and that greater commitment to this would be beneficial.</p> <p>A governor asked how many times each year we should be monitoring – the Chair explained as much as you feel is necessary to fully understand your objective but 2-3 times would be ideal.</p> <p>Governor raised a question about the output. Chair discussed note taking and producing written up report. Dave (the CSP – Challenge and Support Partner) provided a pro-forma.</p> <p>Agreed all governors will monitor with links in term 1 and liaise with HT. Governors day date agreed on 28/3/25.</p>	<p><i>Governors to arrange monitoring with link governors with HT.</i></p> <p><i>Governors to contact HT to arrange convenient times to visit for monitoring in Term 1</i></p>

9. (8:00)	Clerk to Governors Vacancy <ul style="list-style-type: none"> Discuss options and agree the way forward 	<p>Chair confirmed that legally we need to have a clerk. Chair requested advert in bulletin 17/5/24 but HT could not see whether the advert was still live on Gov bulletin. HT to check with SBM re the status of the advert. The advert has been posted in a number of places.</p> <p>Options:</p> <ol style="list-style-type: none"> 1) Managed service - NIVIDIS? Holy Trinity use one – Chair of gov. advised they have done a great job so far and their HT said good so far but really new service for them. Chair concerned that the list of services was not tailored to governors. Governors discussed meeting them with a view to a trial period. 2) Pairing up with other schools – possibly SJM? 	<p><i>HT to check bulletin advert is still active.</i></p> <p><i>Chair to discuss with HT re. meeting NIVIDIS re. trial period.</i></p>
10. (8:10)	Future Planning for School <i>To discuss the advantages and disadvantages of options available</i>	<p>Covered above – while the school is predicted a small deficit, it is low on funds for joining but still interested in exploring options</p>	
11. (8:20)	Governor Self-Assessment Audit <ul style="list-style-type: none"> Skills Audit (How & when) 	<p>Chair discussed the difficulties of completing and using the self-assessment tool. People don't like judging themselves. It is best practise to do this audit annually (recommended by Internal Audit). Chair to send/hand out today for governors to complete by the end of the academic year.</p>	<p><i>Governors to complete and return to chair.</i></p>
12. (8:25)	Governor Admin <ul style="list-style-type: none"> Governor Vacancies Governor Training Election of Chair & Vice Chair Link Roles, Panels, HTPM & Committee Structure Safeguarding Governor Role Set meeting Dates 2024/25 	<p>Parent governor/Vice chair (NK) governor will be stepping down after his term ends 14th October. Chair thanked him for his service.</p> <p>Governor training – HT noted the GDPR training on National College is useful and governors should complete– 3 governors confirmed they have done it. No other training has been done.</p> <p>JD proposed as Chair by NK. Seconded by DW. All agreed. JD to continue.</p> <p>Governors to review curriculum links at next FGB.</p> <p>Safer recruitment trained – Yasmin Frampton and Jo Dent.</p> <p>Chair raised combining T&L and S&W committees due to overlap in contents. Agreed by all governors and committee members of the new TLSW and also P&F confirmed.</p> <p>HTPM vacancy – meet twice pa. JN added to committee.</p> <p>Pay panel vacancy – meet once pa re. teachers pay. RC added to committee.</p>	<p><i>Governors to review curriculum link governors at next FGB.</i></p>

		<p>Complaints panel vacancy – LP added to committee. Chair noted a second committee might be needed in certain circumstances.</p> <p>All other committees confirmed.</p> <p>Next FGB dates Thursdays 6:30pm -8:30pm – 14th November 2024; 16th January; 20th March; 15th May (short); 10th July.</p> <p>T&L/S&W – Tuesdays 6pm - 8pm – 1st October in person then TBC.</p> <p>Monday 2nd Sept 9am to 12 noon – All Governors Invited to inset – keeping children safe in education and police running online safety update.</p>	
NEW ITEM	Appointment of Vice Chair	<p>LP and RC will think about it – needs appointing by next FGB JN noted she will be chairing T&L/S&W when NK steps down.</p>	
13. (8:35)	<p>Documentation/Policy Review <i>EIA Statement to be read and considered when reviewing each policy</i></p> <ul style="list-style-type: none"> Supporting Pupils with Medical Needs Policy (<i>previously Managing Medical Needs</i>) Data Protection Policy, Data Protection Impact Statement and GDPR Allegations of Abuse Against Staff Statements of Procedures Behaviour Principles Statement Admissions Policy Gifts and Hospitality Policy Asset Write off and Disposal Policy 	<ul style="list-style-type: none"> Supporting Pupils with Medical Needs Policy (<i>previously Managing Medical Needs</i>) – Governor question raised over whether the school has spare epipen per the policy – HT confirmed the school has – agreed. ➤ Allegations of Abuse Against Staff Statements of Procedures – agreed ➤ Admissions Policy – agreed ➤ Gifts and Hospitality Policy – internal audit agreed £30 for an individual or £100 for a collective - agreed ➤ Asset Write off and Disposal Policy –agreed ➤ Purchasing policy – governor raised that the figures in the policy looks like the previous year's figures. governor queried who can approve spending. HT confirmed - up to £2k HT (although she usually goes to P&F with £1k+); £2-5K P&F; £5k+ FGB. As long as this matches the scheme of delegation governors agree ➤ Class Allocation Policy – agreed with minor change to sub-heading. ➤ Anti-Fraud, Corruption and Bribery Policy – agreed. <p>Keeping children safe in education document included as a reminder for governors to read for new academic year.</p>	<p>Behaviour principles – for next meeting.</p> <p>SBM to check the purchasing policy matches the scheme of delegation</p>

14. (8:45)	GDPR <i>Update given if required</i>	<i>None – see note above about training</i>	
15. (8:45)	AOB <ul style="list-style-type: none"> CSP Visit Report Attendance feedback 	<p>CoG shared highlights from the recent external visits/communications:</p> <p><u>CSP English visit -June 24</u></p> <ul style="list-style-type: none"> The English leader has strong subject knowledge and demonstrates a clear passion for developing high quality writing at the school. Senior leaders had identified the need to improve standards of attainment and progress in writing from previous year's assessment information and the decision taken to have a complete review of the writing curriculum and implement a new approach. Overall the books in all of the year groups looked at (Y2,4 & 6) showed examples of some high-quality composition in a range of text genres and writing styles. Work was well presented and reflected high expectations of teachers. There was also good evidence of appropriate scaffold and adaptation for learners with additional learning needs. However, (some) inconsistencies were identified: <p><u>Attendance – report from South Glos - June 24</u></p> <p>We are very pleased to see that whole school attendance is 95.7 %</p> <p>This means that, as the school is doing well and has been rag rated Green, there is no requirement for us to meet and discuss concerns as part of the termly targeted support structure.</p> <p>We would like to say a huge well done to all staff as attendance is currently in a very positive place and this has been logged by the team for the summer term.</p>	
16. (8:50)	Date of next meeting <ul style="list-style-type: none"> Thursday tba 	<p>Next FGB dates Thursdays 6:30pm -8:30pm –14th November 2024; 16th January; 20th March; 15th May (short); 10th July.</p> <p>TLSW – Tuesdays 6pm - 8pm - 1st October in person then TBC.</p> <p>Online Monday 2nd Sept 9am to 12 noon – gov.s. Invited to inset – keeping children safe in education and police online safety.</p>	

To be signed at next FGB meeting

Chair's signature: Minutes have been accepted as an accurate record of the meeting	
Date:	