



ALEXANDER HOSEA PRIMARY SCHOOL

'Roots to grow, wings to fly'

Full Governing Board Minutes

16th January at 6:30-8:30pm at school

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

Attendees:

Deb Williams (DW/HT)
Jo Dent (JD/Chair)
Jenny Narborough (JN)
Kimberley Edgar (KE/SENCO)
Tom Longstaff (TL)
Samantha Nunn (Clerk)

Apologies: Katy Hillier, Leanne Peachey, Sally Windmill and Rob Crerar.

Absent:

Gareth Fielding

Ref. (Time)	Item	Comments	Action
1. (6:30)	Welcomes and apologies <i>Determine if meeting is quorate</i>	Welcome to Tom - new parent governor. Apologies: Katy Hillier, Leanne Peachey and Sally Windmill. Apologies received during meeting from Rob Crerar. 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>	No interests to declare.	
3. (6:30)	Minutes of previous meeting <i>To confirm as a true and accurate record</i>	Minutes agreed as a true and accurate account of the meeting. Signed by JD.	Clerk to file
4. (6:35)	Matters Arising <i>To check actions from last FGB</i> <ul style="list-style-type: none"> GF - training for HTPM? Outcomes from site walk with RC and SBM. Behaviour principles – HT to share. Safeguarding action plan. MAT working party. 	Training for HTPM: DW explained that only one person needs to have the training. Check with GF at next meeting. DW and JD believe training has been completed. Site walk: SBM has spoken to RC regarding a site walk. DW not sure of the outcome.	

		<p>Behaviour principles: DW shared principles document and explained that the values needs changing to be up to date. Document includes overarching information.</p> <p>Safeguarding action plan: DW still working on it.</p> <p>MAT working party: First meeting is scheduled for 29th January. JN and JD to attend.</p>	Confirm outcome of site walk with SBM and RC.
<p>5. (6:40) 5 mins each</p>	<p>Committee Reports <i>To provide updates and ask questions</i></p> <ul style="list-style-type: none"> Teaching and Learning Premises and Finance Staffing and Welfare 	<p>No updates.</p> <p>Checked date of next T&L and S&W Tuesday 28th January for next meeting 6-8pm at school.</p> <p>GF has been in school today. SBM met with GF to look at budget. DW reported that the deficit looks smaller than before which is positive.</p>	
<p>6. (6:55)</p>	<p>Matter's Arising from other Committees <u>T&L, S&W</u></p> <ul style="list-style-type: none"> SEND Information report <p><u>P&F</u></p> <ul style="list-style-type: none"> Internal Audit 	<p>SEND Information Report KE explained that there are no major changes other than the values needing to be updated. KE informed governors of the changes to the previously used provision maps. 'My Support Plans' are being used instead and the report details how this works. KE explained that the 'My Support Plans' are an individual process rather than a whole class map. All responsibilities remain the same.</p> <p>JN mentioned ensuring language used is the same throughout. Autumn vs November for example.</p> <p>Internal Audit: JD commented that internal audit looks really good. DW explained that the SBM is still talking to them about a couple of points on the audit.</p>	
<p>7. (7:10)</p>	<p>Head Teacher's Report</p> <ul style="list-style-type: none"> Assessment Attendance Curriculum Demographic Internal Audit Monitoring MAT 	<p>Assessment: Will be talked through during T&L meeting.</p> <p>Attendance: DW explained that attendance is a really positive picture.</p>	Assessment update in T&L meeting.

	<ul style="list-style-type: none"> • Numbers on roll • Policies • Premises • Pupil Premium • Safeguarding • SDP • SEND • Staffing update • Wellbeing <p>Link – what schools must/should publish online.</p>	<p>Curriculum: DW explained that there was a recent peer enquiry. HB, SW and DW met with review team. The school are continuing to embed retrieval practice and develop a systematic approach across the school. A copy of report was given to JD. DW explained that on the 29th January there will be a subject leader progress review at the staff meeting from 4-5pm.</p> <p>Pay policy: SG HR closed so moved to a different provider. They would write a model policy for pay but this has now changed. DW has spoken to other heads and used last year's policy with updated amounts using the union's websites for information. DW explained that school are unable to write the pay policy themselves due to legal requirements and contact needs to be made with unions.</p> <p>Policy agreed. Closed.</p> <p>Policies: AM has created spreadsheet to keep track of policies. Clerk is meeting with AM to go through policies next week to ensure records are up to date</p> <p>Premise - staff car park: DW explained that new lights are needed in the car park as only one light currently works. SBM has obtained one quote so far which is £3200 in total to have lights fixed. SBM is struggling to get more quotes. DW explained that the paths are now well lit at the front of the school as lights have been fitted to the side of the building. DW asked if governors would agree to spending £3200. DW expressed concerns over health and safety in car park. Governors agreed to spend this money on replacing the lighting in the car park.</p> <p>SDP: DW explained that SLT need to do their first formal review and put into bullet points to feedback to FGB. Staff are currently trialling using Plickers to support with retrieval practice. HB and SW went to an outstanding school regarding retrieval practice.</p>	<p><i>Governors to please confirm attendance.</i></p> <p><i>Clerk to meet with AM to check policy register.</i></p>
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		<p>Provision is reviewed on a termly basis to prioritise which children need additional support.</p> <p>DW explained that they have a wellbeing support worker in place but they have been given priorities by KE, DW and parents.</p> <p>Following the new process allows AHS to have a more systematic approach for prioritising need. Teachers are to fill in a form for their class – then this is reviewed to see who has the support and from whom enabling the school to make sure the right children are getting support at the right time.</p> <p>DW explained that there is an EHAP lead as part of their family support work.</p> <p>Safeguarding: DW – DSL. Next training booked for 4th Feb. dDSL – SW and KE. Next training due in Autumn 2025.</p> <p>Staffing: New appointments 1 SEN TA in EYFS and 1 general TA year 3. 2 children in EYFS have no funding but are needing additional support. KE reported that it takes time to gather evidence for further support. There is 1 vacancy 1 for an SMSA- a member of staff to work as a bank member of the team for cover. SW has decided to retire at the end of the academic year. DW explained that it would be good to get an advert out promptly. JD and DW to be on the panel for recruiting a deputy along with another governor. The position will be full time with part time teaching responsibilities. SW didn't need to officially resign until 31st May but this has given AHS plenty of notice to recruit.</p> <p>Demographics: To note - The school is currently girl heavy – were 50-50 recently but are currently girl heavy. 46.4% boys, 53.6% girls. Minority Ethnic Background - 9.9% compared to 37.4 nationally. EAL -1.4%, 22.8% nationally. 84.2% - Homegrown</p>	<p>JD and DW to meet to organise advert</p>
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8. (7:25)	<p>Future Planning For School</p> <ul style="list-style-type: none"> To discuss the advantages and disadvantages of options available 	Meeting in the diary	
8. (7:35)	<p>MAT Updates Working party update</p>	Meeting in the diary	
9. (7:45)	<p>Monitoring To update the board on any monitoring activities</p> <ul style="list-style-type: none"> Monitoring Planner Governor Visits Governor Day (28th March) 	<p>Monitoring:</p> <p>DW reported that no governors have visited since the last meeting.</p> <p>Meeting booked in for KE and JN - 14th February.</p> <p>DW invited TL to come in as a new governor. Date to be confirmed.</p> <p>Governor day - FGB the week before.</p>	<p><i>Clerk to ask governors to clarify who is able to come by next Friday.</i></p> <p><i>JD and DW to put date in the diary for governor day agenda.</i></p>
10. (7:55)	<p>Governor Admin</p> <ul style="list-style-type: none"> Audit of skills – all governors to email to JD. Parent governor vacancies x 2 Co-opted governor vacancies x 3 Governor handbook – DW emailed. Monitoring dates added to planner? Link governors - do all governors have a link? Items for agenda for governors' day. Governor prevent training 	<p>Audit: JD has had one copy.</p> <p>Question: Does it have to be done annually? JD explained that governors do need to complete annually. JD explained to new governor TL what the audit is and what is involved. Governors in attendance filled the audit at meeting and passed to JD.</p> <p>Vacancies: 2 x parent vacancies - no interest yet. Clerk informed governors that the information has gone back out again to parents. 3 x co-opted vacancies.</p> <p>Question: What are the requirements for a co-opted governor?</p>	

	<ul style="list-style-type: none"> HT - contact secondary schools for co-opted governors. Declaration of interest forms – has everyone received online form? 	<p>JD and DW explained that it being a co-opted governor would ideally be someone from the local community.</p> <p>Question: Is it worth putting an advert out in the local community?</p> <p>DW said she has contacted some of the local secondary schools but will get in contact with the feeder schools again to see if anyone is interested.</p> <p>DW explained that she might contact Keepers – a local charity. She explained that they have very proactive volunteers who support the community.</p> <p>Question: GF – does he know anyone who might be interested?</p> <p>TL explained that he has contacts with the WEAG and feels they could potentially have someone who might be like to get involved. TL to ask.</p> <p>DW emailed out handbook. National handbook not South Glos.</p> <p>JN booked in for monitoring/link governor activities for the rest of year.</p> <p>DW asked JD if she would like to do monitoring of retrieval practice.</p> <p>Discussion regarding declaration forms. Governors to add their children who attend the school as an interest on declaration forms.</p>	<p><i>DW to contact feeder schools and The Keepers.</i></p> <p><i>TL to contact WEAG</i></p> <p>JD to contact SW re retrieval practice.</p> <p>JD to arrange visit with KE regarding maths.</p> <p>Clerk to send out governor roles.TL to send back which he'd like to join.</p> <p>Clerk to confirm attendance for governors day before setting agenda.</p> <p>DW to ask SBM about training on National College.</p> <p>Clerk to collate information on declaration forms.</p>
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11. (8:05)	Documentation/Policy Review <ul style="list-style-type: none"> • SEND Policy • Pay Policy 	<i>Policies as above.</i>	
12. (8:15)	GDPR <i>Update given if required</i>	<p>SG used to provide GDPR support for £1000 a year for support. This service is not offered any more.</p> <p>DW asked heads at the LEAF meeting yesterday and found out some names of places for SBM to contact.</p> <p>Discussion around GDPR regulations for schools – the importance of documentation being locked away, classrooms not displaying lists of children’s names and not being able to identify a child from walking around the school on displays etc...</p> <p>DW suggested a site walk with SBM and TL re GDPR.</p>	
13. (8:15)	AOB	<p>ISDR (Inspection Data Summary Report)</p> <p>Number on roll has increased. The current bulge year will be leaving in the summer. 34 first choice places for reception 2025.</p> <p>FSM – well below average. This will go down even further as the children in year 6 will be leaving. SEND support – moved from well below average to below average. EHC plan – close to average. EAL – well below average. Stability – close to average. Deprivation - well below average.</p> <p>Staffing – nothing to highlight. Money spent on additional courses is low. Benchmarking – DW explained that at the LEAF meeting they shared a new benchmarking system. SBM and DW to go through system to compare – there are national statistics on there to have a look at.</p> <p>Staff turnover- high. DW explained that this could be as a result of Covid. AHS took on more staff during Covid for ‘bubbles’.</p> <p>Absence - lowest 20% compared to all schools.</p>	

		<p>Positive - writing in KS2 2024 – significantly above national.</p> <p>What schools should publish online. This should be checked annually by a governor. They should go through the school's website and check for certain information. DW asked TL if he would like to take on this role as a new governor.</p> <p>Sustainable leadership and climate action plan This will involve learners and estate management. HB – eco committee. HB and SBM to complete together. DW explained that a one sided action plan will be written with 4 main areas. Each area will have brief bullet points about what happens at AHS. This action plan doesn't need to come to governors but will be completed and will be made available.</p> <p>Date of next meeting: 20th March 2025 SFVS Budget setting will happen prior to this.</p>	<p><i>TL to check school website – 'What schools should publish online'.</i></p>
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<p>Chair's signature: Minutes have been accepted as an accurate record of the meeting</p>	
<p>Date:</p>	

