



ALEXANDER HOSEA PRIMARY SCHOOL

'Roots to grow, wings to fly'

Full Governing Board Meeting Minutes

15th May 2025 at 6:30-8:30pm at school

Attendance:

Deb Williams (HT/DW)
Thomas Longstaff (Parent governor/TL)
Julie–Anne Webber (Parent governor/J-AW)
Jenny Narborough (Parent governor/vice-chair/JN)
Leanne Peachey (Parent governor/LP)
Rob Crerar (Parent governor/RC)
Katy Hillier (Co-opted governor/KH)
Stacey Giles (Parent governor/SG)
Tara-Lou Price (Co-opted governor/SBM/TLP)
Kim Edgar (Staff governor/Sendco/KE)
Samantha Nunn (Clerk/SN)

Apologies:

Sally Windmill
Jo Dent
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>	Meeting agreed as being quorate. Apologies: Jo Dent, Sally Windmill, Gareth Fielding	
2. (6:30)	Declaration of Interests <i>Governors to declare if they have any business interests relevant to the items on this agenda</i>	SBM – continuous, also on PTA. Rob Crerar – wife is the chair of the PTA.	
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 the previous meeting. Change on one line to - 'deadline has changed from 2023' Rob Crerar to sign minutes from P&F November	SN to make changes to minutes and save on Teams

<p>4. (6:35)</p>	<p>Matters Arising <i>To check actions from last FGB</i></p> <ul style="list-style-type: none"> • TLP and RC to arrange next site walk. • SDP review • SN to check amount of meetings governors need to attend. • What schools should publish online report added to Teams. (TL). • TLP to add link for benchmarking to website. • TLP/DW to add business plan and remove old one. • PE overview to be added to website. • Approval of SFVS • SN – update to IT regarding teams, dates sent to new governors, updated governor list to Teams and website, training evidence added to Governor Hub. 	<p>Site walk: Internal and small external walk completed. H&S walk with TL completed.</p> <p>SDP priorities: Written up and added to Teams for governors to read.</p> <p>What schools should publish online report added to Teams.</p> <p>Music plan: Music plan has been done. Needs to be put on website. To bring to July FGB.</p> <p>Benchmarking: Link for benchmarking added to website by TLP.</p> <p>Approval SFVS Agreed at last FGB. Working document which is ongoing. Submitted to internal audit each year by 31st March and signed off by Governors at FGB.</p> <p>Clerk jobs: All updated. Need to contact IT for KH.</p>	<p>SN to check amount of meetings governors need to attend.</p> <p>Governors to read SDP priorities review</p> <p>TLP/DW to add business plan to website and remove old one.</p> <p>Music plan to come to FGB in July. Add to website.</p> <p>KH: katy.hillier Katy.hillier1</p> <p>SN to email IT to see if they can make Teams work on katy.hillier email address.</p>
<p>5. (6:40)</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>Teaching and Learning & Staffing and Welfare: Not had a meeting since last FGB Request to move next week's meeting until June. New date - Tuesday 1st July at school 6-8pm</p> <p>Premises and Finance: Meeting postponed. Tuesday 10th June 9:30-10:30</p>	<p><i>SN to double check how many committee members are needed to be quorate</i></p> <p>Prevent training: . Governors to send certificates to TLP. Add to Governor Hub and Teams.</p>

<p>6. (6:45)</p>	<p>Matter's Arising from other Committees <u>T&L, S&W</u> Next meeting 20th May.</p> <p><u>P&F</u></p> <p>Matters arising from previous minutes:</p> <ul style="list-style-type: none"> • 5 year asset plan - TLP and DW to update the 5 year plan and share. • Privacy screens to be purchased. • H&S policy part 2 to come to P&F in spring 2025 • KH & GF to carry out benchmarking to bring to spring P&F • Funding request to be submitted to South Glos to replace fire doors (x8) • TLP to arrange for replacement of lights at the front of the school • Caretaker to look into why the car park lights are not working. • Community centre doors replaced with push bar • Tree plan to continue with red trees removed as matter of urgency. • Removal of tree at the end of the car park and repair to the lamppost next to it • DW to ask caretaker if interested in joining P&F meetings. • GF to recommend revised budget to FGB • FGB – governors' handbook • Scheme of delegation to be approved by FGB. • TLP to chase school fund audit and send report to next P&F • KH & GF to complete benchmarking and share with P&F. • RC to report back to next P&F regarding site walk. 	<p>Matters arising: All shared by TLP</p> <p>Asset plan: Completed</p> <p>Privacy screens: Not planning to use these anymore</p> <p>H&S Policy part 2: Completed. To be uploaded to website.</p> <p>Funding request re fire doors: Completed – gone through H&S audit.</p> <p>Replacement lights: Completed.</p> <p>Car park lights: Caretaker found the lights to be broken and have since been replaced.</p> <p>Community centre doors: On hold due to current position of the centre.</p> <p>Tree plan: Continuation</p> <p>Removal of tree in car park and repair of lamppost: Part of the tree plan. Completed.</p> <p>Caretaker: DW to ask if caretaker would like to join P&F meetings.</p> <p>Budget: Recommended and approved at previous FGB.</p> <p>Governor handbook: DW sent out link to national handbook.</p> <p>Scheme of delegation: Approved at previous FGB.</p> <p>School Fund Audit: Came through before last FGB. Shared at last FGB for last financial year.</p> <p>Benchmarking: Replaced with link on website.</p>	<p>H&S Policy part 2 to be added to website.</p> <p>DW to ask if caretaker would like to join P&F meetings.</p> <p>Governors to complete prevent training and send certificates to TLP. Add to Governor Hub and Teams.</p> <p>Next P&F -pupil premium and sports grant breakdown in report.</p>
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	<ul style="list-style-type: none"> FGB – recommend all governors do the prevent training. <p>P&F Items to discuss:</p> <ul style="list-style-type: none"> Budget Setting School Outturn Report Financial benchmarking Health and Safety Audit FSM Update Letter Date for next P&F meeting 	<p>Site walk: RC has reported back. Plus additional H&S walk with TL.</p> <p>Prevent training: SN sent link to all governors. Governors to send certificates to TLP. Add to Governor Hub and Teams.</p> <p>Items to discuss:</p> <p>Delegated Budget from financial year 2024-2025: In year surplus of £19,057 and a carry forward of £16,047 Start the financial year 24/25 with a carry forward of £35,104</p> <p>SBM had included lots of contingencies in the budget forecast including kitchen items to be replaced and emergency repair works around the school. Also received more donations from the Friends which covered the costs of some items that had been budgeted for.</p> <p>Budget for 2025/26 In year deficit of £35,537 this coming year and adding the carry forward would mean a deficit of £433. SFO included some TA hours that we were unsure we would need.</p> <p>Been able to reduce TA hours on applications that have been advertised. Meaning an amended in year deficit of £17,467. Adding on the carry forward from the last financial year, it would bring the surplus to £17,637.</p> <p>Advertised for 27 hours for new reception child. Could cover more than one child.</p> <p>30 hour contract – year 1. To support a child who is hoping to get an EHCP.</p> <p>20 hours – morning plus lunchtimes. High needs coming in this year. In September, there is a child coming in who has been deferred and has an EHCP. School has to provide first £6000.</p> <p>Question – Is there any additional funding?</p>	
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		<p>School fund: TLP to start audit process next month.</p> <p>Policy updated through Health and Safety Audit</p> <p>GDPR: No GDPR issues – with OneWest now as agreed at last FGB.</p> <p>Premises updates: Hand dryers have been replaced or repaired to lower cost of having to purchase paper towels. Car park lights have been replaced. More damage than expected. Toasters replaced and cost less than expected.</p> <p>5 year work in progress to replace some of the trees. New saplings will be planted. Volunteers will plant new hedgerows.</p> <p>Schools Finance: Change to the school regulations. Need to look at recommendations when they come through.</p> <p>Community centre: May have to cease trading as they don't have enough members on their committee. Not sure on impact on AHS. AHS charge 20% of the utility bills to the centre. Will be a big loss for WOOSC. We may be able to support them with the space. The hall is AHS's from 8am-6pm. The rest of the time it is run by the parish council. Looking for a secretary and treasurer.</p>	
7. (7:15)	<p>Head Teacher's Report</p> <ul style="list-style-type: none"> • SDP priorities • Attendance Tracker 	<p>SDP priorities – as before</p> <p>Academisation: CEO's from all three MATs have been in. DW explained that the heads she has spoken to have all said it was a positive decision to become part of a trust. They are happy they have joined a MAT. DW explained that the teachers from AHS visited Stanbridge, Kings Forest and Blackhorse with a focus on learning behaviours and retrieval practice. They fed this back to other staff. DW explained that we need to make a decision about whether we stay as we are</p>	<p>DW asked for governors to note down thoughts and questions regarding the presentations.</p> <p>Send to SN</p> <p>Working party to meet before FGB to discuss thoughts.</p>

		<p>with the LA. Current challenge – more schools moving to MATs and less are remaining in the LA. Few schools will be left within the hub.</p> <p>We are in a fortunate position where we are not being forced to move to an academy trust (if we were in special measures, we would need to).</p> <p>Actions: We could always look at more trusts. Working party to meet before FGB to discuss thoughts. Next FGB – assign some time to discuss. Parents – DW to speak to JD about how to inform parents about what the school are considering.</p> <p>Assessments: JN – monitoring visit during SATs.</p> <p>Numbers on roll: Currently 222 46 going out in July 31 coming in in September. 9 first choice places were not allocated a space including one sibling.</p> <p>Behaviour and safeguarding: No exclusions. Audit due by 6th June – with JD or JN. New deputy has been appointed and will be deputy DSL. KE will remain deputy DSL until new deputy has had training. KE doing advanced training in the summer.</p> <p>Budget: Benchmarking on website</p> <p>IT – high priority as we spend less compared to similar schools. Spends £27 per pupil. Less than 86.7% of similar schools. Every class has an iPad now.</p> <p>Administrative supplies: Spend more than other schools. Spends £72 per pupil. Higher than 76.6% of similar schools.</p> <p>Catering staff and supplies: Start of Edwards and Wards. Will be interesting for this financial year. Spends £247 per pupil. Higher than 36.7% of similar schools.</p>	<p>Next FGB – assign some time to discuss. Parents – DW to speak to JD about how to inform parents about what the school are considering.</p> <p>Governor Day report to come from JD – action for next meeting.</p>
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		<p>Cotswold Alliance: Continuing to work with the hub of 7 schools. Two are moving to MATs in September. A further two looking at moving Sept 2026. Dave Smith – CSP comes in twice a year. Focus on behaviour and attitudes to learning during next visit.</p> <p>Demographics: 50:50 mix last year. Now girl heavy. Most year groups are now girl heavy. Minority – lower than national. EAL –lower than national. Homegrown – 84% have been at school since Reception. SEN – used to be significantly below national. Now at national. 7 children with an EHCP. Ever 6 FSM – significantly lower than national. Lower again from September when year 6 leavers go. Will be much lower than national.</p> <p>Absence: Persistent absence – lower than national. DW explained that they know the reasons why there are certain children with persistent absences eg: child in year 4 and 6 in hospital.</p> <p>Summer born: Born after Easter – 4 of 8 year groups have a significant percentage that are summer born children.</p> <p>Governor day: Report to come from JD – action for next meeting. RC commented that children know the school values.</p> <p>SDP review: On Teams</p> <p>SEN: Due an SEN audit in summer term.</p> <p>Staffing and PD: New DHT Joining DHT network with Leaf. Teacher due to go on mat leave. Cover for the last fortnight of term is arranged through current staff and staff on supply contracts.</p>	
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		<p>Shared parental leave will affect budget for this year.</p> <p>In September, the class structure will change from 8 to 7 classes. The next budget will be based on the 7 classes.</p> <p>One temporary teacher is staying due to a member of staff going on maternity leave. Get funding through South Glos for maternity leave. TLP shared that because of shared parental leave, they will be paying two members of staff over the holidays. Maternity leave ends at end of term, they come back for half term, then back on maternity leave meaning two teachers to pay over the holiday.</p> <p>Questions– As teachers have visited LEAF schools, will you visit Mosaic and CSET too?</p> <p>Teachers went to LEAF schools during an INSET. We don't have another INSET until the Autumn term. We have been invited in to CSET and Mosaic schools.</p> <p>Question – Will we have information from a staff perspective regarding the trusts?</p> <p>Staff feedback was shared from looking at websites at last FGB.</p> <p>DW has spoken to heads.</p> <p>DW has spoken to other staff from the trusts.</p> <p>Question - Would it be useful for governors to pass on views from the presentations?</p> <p>Yes. DW suggested that governors send over reflections and questions on the three presentations to SN to them formulate and send to DW.</p> <p>KE stated that it was interesting that CSET are joining primary trust.</p> <p>DW explained that there is the distance to consider when choosing the trust. For example, if there are meetings after school at one of the trust's schools, the time it may take to get there will need to be taken into account.</p> <p>Mosaic – Wiltshire Leaf – South Glos and Bristol CSET – South Glos and Somerset.</p> <p>DW asked for governors to note down thoughts and questions regarding the presentations.</p>	
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8. (7:20)	MAT Working Party Update	<p>As above</p> <p>Meeting arranged for Monday 16th June at 4:30pm</p>	
9. (7:25)	Documentation/Policy Review <ul style="list-style-type: none"> • Prevent Risk Assessment • Infection Control Policy • Stress at work risk assessment • Capacity of Hall risk assessment 	<p>Prevent Risk Assessment for Schools: DW explained that in new KCSIE, schools must have a prevent risk assessment. AHS were given a draft one to use and has been tweaked for the school.</p> <p>Question – Do you all risks need a RAG rated? DW to check to make sure all have a RAG rating.</p> <p>Infection Control Policy: TLP explained that AHS had a Covid policy but they have now removed the Covid policy and now have an infection control policy. This came from delegated services. TLP explained that she took out a point regarding isolating a child due to space within the school. Children are monitored and removed from the classroom but not kept in complete isolation. AHS risk assess anyone who may be vulnerable. For example: those with low immunity and pregnant women. Approved</p> <p>Stress at work risk assessment: TLP explained that this is from the H&S audit and is a model policy that has been adapted. Well-being package gives a report to say how many teachers/TAs have contacted them. All anonymised – gives an overall area for the reason contact has been made. Approved.</p> <p>Capacity of Hall risk assessment:</p>	<p>DW to check to make sure all have a RAG rating on prevent risk assessment.</p>

		TLP explained that we don't need to redo as the hall has not changed. Doesn't need to be reviewed.	
10. (7:30)	Monitoring <i>To update the board on any monitoring activities</i> <ul style="list-style-type: none"> Health and Safety Checklist (TL) 	Health and Safety Checklist: TLP explained that all was okay on the checklist. Audit completed. Points to note: Path at the back of the school needs repairing. Topaz toys showing signs of wear. TLP explained that these have now been sorted. This was actioned immediately by staff and damaged items have been disposed of. TLP explained that we would need quotes for the path by reception as it is subsiding. We are not in a financial place at the moment but can see if the council can help. Risk assessment for enclosed spaces – This needs to be completed. Small room needs its own risk assessment as it's used for storing chemicals etc...There is a need to remove some of the items in one cupboard next to server as it is a fire hazard. Cupboard to be sorted. It is recommended that there is air con in there –there is a cost impact to this though. DW explained that there is now a staff electric bike which they got through a grant from the council. A policy needs to be put in place and they have asked the council for a model policy to use. The bike can be stored in the boiler room but cannot be charged in there. Staff can rent the bike for a weekend/on holiday/at lunch. School will provide a service for the bike each year. School have to provide a usage list through a mileage counter. PCSO has been requested to come in and mark the bike. There will be a signing in and out process with rules for use. The bike has as a security alarm. The bike can be charged during the day and not over night or in the boiler room.	Risk assessment for enclosed spaces to be completed. Cupboards to be sorted. Policy for use of electric bike.

		<p>TL shared that all governors have to do Health and Safety training. It is annual training for everyone to complete.</p> <p>Monitoring: Governors day JN explained that she would encourage others to come in on future days. JN explained that she spoke to children and staff around particular themes that were agreed before the day. RC explained that it was good to hear what the children think. The children have requested a pond. DW and TLP explained that the current pond is full but currently red taped due to the fence. SW wants to get the decking checked to ensure it is safe. The day was agreed as being valuable for link governors.</p> <p>LP – English and PSHE monitoring – DW asked for staff to contact LP to arrange.</p> <p>KS1 are doing SATs now. KS2 SATs have now been sent away for making. Moderation – find out tomorrow if AHS has been selected. MTC – window opens in June. Phonics check is coming up.</p>	
10. (7:30)	Governor Admin <ul style="list-style-type: none"> Safety of files (SN) 	<p>SN shared update from Governors Bulletin regarding safety of files.</p> <p>Agreed actions for safety of files: Don't keep anything on personal devices. Locked USB with password protection. File kept in SBM office. Paper copies of reports etc from meetings can be put in confidential waste</p> <p>GDPR training is on the National College for staff to complete. TLP to send on to SN to forward on.</p>	<i>SN to forward GDPR training information to Governors.</i>
11. (7:30)	GDPR <i>Update given if required</i>	<p>No GDPR issues. Last issue was over a year ago – kitchen staff were not disposing of confidential waste appropriately. All being done appropriately now.</p> <p>Spring data for T&L handed out by DW – keep confidential.</p>	
12.	AOB	Date of next meetings as above	

(7:30)	<ul style="list-style-type: none"> • Date of next P&F meeting • Date of next T&L meeting 	<p>At the next T&L meeting there will be term 5 data. 1st July there will be Reception –Year 5 data. Not year 6.</p> <p>MTC data is in before SATs.</p> <p>Monday 16th June 4:30pm next MAT working party</p>	
13. (7:35)	Date of next meeting	Thursday 10 th July 6:30-8:30pm	

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