



ALEXANDER HOSEA PRIMARY SCHOOL

'Roots to grow, wings to fly'

Full Governing Board Meeting Minutes

27th November at 6:30-8:30pm at school

Attendance:

Deb Williams (DW/HT)
Dan Feaster (DHT/Associate member)
Claire Blowers (Co-opted governor/CB)
Thomas Longstaff (Parent governor/TL)
Julie-Anne Webber (Parent governor/J-AW)
Stacey Giles (Parent governor/SG)
Katy Hillier (Co-opted governor/KH)
Kim Edgar (Staff Governor/KE/Sendco)
Jenny Narborough (Parent governor/Vice chair) JN
Tara-Lou Price (Co-opted governor/TLP/SBM)

Apologies:

Rob Crerar (Parent Governor/Chair/RC)
Gareth Fielding (Local Authority Governor/GF)
Leanne Peachey (Parent Governor/LP)

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

Ref. (Time)	Item	Comments	Actions
1. (6:30)	Welcomes and apologies <i>Determine if meeting is quorate (6)</i>	Welcome to Claire – new co-opted governor. All governors introduced themselves to Claire. Apologies sent from Gareth and Rob. 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>	FGB Minutes from 25.9.25 FGB Minutes from 10.7.25	SN to add DF to Teams.

		<p>No comments or questions from July.</p> <p>No comments or questions from September.</p> <p>Minutes agreed as being a true and accurate representation of the meeting. JN signed minutes to be filed.</p>	
<p>4. (6:35)</p>	<p>Matters Arising <i>To check actions from last FGB</i></p> <ul style="list-style-type: none"> • Staff Governor Vacancy • DF to be added to Governor Hub • TLP and DW need to update the 5 year premises plan for due diligence. • TLP to investigate business plan for website. • KH to add music plan to website. • Meeting to be arranged with safeguarding governor to review single central record. • DW to adjust mobile phone policy as discussed at previous FGB. • SN and DW to arrange a meeting to review governor training. • SEN Policy and Report to be shared. • Privacy notice – needs date added ahead of audit. 	<p>FGB Minutes from 25.9.25</p> <p>Staff Governor Vacancy: KE is attending last meeting this evening in her staff governor role. No previous applications have been received for the staff governor vacancy. DF has expressed an interest. DF agreed as taking on the role of staff governor.</p> <p>DF on Governor Hub: Complete.</p> <p>5 year premises plan: DW and TLP have discussed but have not finalised written version.</p> <p>Question: Is there a date that this needs to be completed by? DW explained that it would not take long to be complete. Aiming for it to be complete by next Friday.</p> <p>Music plan on website: Complete.</p> <p>Single Central Record check: SG to meet with TLP.</p> <p>Mobile phone policy: Not finalised. DW to add on lines to be updated.</p> <p>Governor Training: SN and DW to arrange a meeting to review governor training.</p> <p>SEN policy: This has been completed and only a few changes were made. DW has read and explained that it can be taken to the next T&L meeting.</p> <p>Privacy notice:</p>	<p>SN to update Governor Hub-DF staff governor.</p> <p>5 year plan to be finalised.</p> <p>SG to meet with TLP.</p> <p>DW to finalise Mobile phone policy.</p> <p>SN and DW to arrange a meeting to review governor training.</p> <p>SEN policy to go to next T&L meeting.</p>

		Complete ahead of audit.	
5. (6:45)	<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 • Pay Committee 	<p>T&L S&W Minutes from 7.10.25 P&F Minutes from 11.11.25</p> <p>Teaching and Learning, Staffing and Welfare: JN shared that there was a meeting in October for T&L. The things that stood out were maths and how this is being developed and the SDP was shared.</p> <p>Premises and Finance: The revised budget was shared. DW shared that it looks like a better picture. Governors have to agree to revised budget. TLP to talk through when she arrives.</p> <p>Pay Committee: LP and DW attended. The meeting wasn't quorate so didn't go ahead. DW asked whether there is a governor who would be happy to attend the pay committee meeting. J-AW agreed to attend.</p>	Governors to check minutes from previous minutes.
6. (6:55)	<p>Matter's Arising from other Committees <u>T&L, S&W</u></p> <ul style="list-style-type: none"> • Policies – see agenda item below. <p><u>P&F</u></p> <ul style="list-style-type: none"> • Discuss in house catering option 	<p>In house catering: To discuss when TLP arrives.</p>	
7.	<p>Leaf Consultation</p> <ul style="list-style-type: none"> • Evaluation of consultation report. • Decision. 	<p>DW explained that the consultation has now closed. DW shared items on Teams prior to the meeting.</p> <p>Consultation report: DW explained that there were 33 responses. More responses for the</p>	Communicate with parents.

		<p>nursery consultation were submitted than for Leaf. DW explained that this may be because it has more of a direct impact on the community.</p> <p>DW shared some of the comments:</p> <ul style="list-style-type: none">• Privatisation – don't agree with privatisation. AHS might lose its unique qualities. DW explained that the Trust promotes uniqueness compared to others AHS looked in to. AHS wanted to be able to keep their curriculum which they will be able to with Leaf.• Concern regarding whether AHS will still able to make decisions regarding the school. DW explained that Leaf have a budget aside to put back into the schools for items such as carpets, refurbishing toilets etc...DW explained that all academies run differently which is why AHS looked into different options. DW explained that Leaf is a charity and all money goes back to the children. The Leaf Trust are rigorously measured compared to schools with South Gloucestershire.• Joining a trust can mean positive collaboration with other schools.• Financial queries. DW explained that the rationale is clear and robust and she is confident that the right trust has been selected.• Queries over SEN support and whether there will be changes to this. DW explained that the SEN cluster will still remain the same. There may be benefits such as access to Speech and Language. Leaf have their own Speech and Language therapist. Schools within the trust have resource bases (Blackhorse and Emersons Green). DW explained that there will be high quality support and challenge through the trust based on research.	
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		<ul style="list-style-type: none"> • Query with PSHE curriculum. DW explained that the Jigsaw curriculum is broad and fit for purpose. • Query over the nursery taking resources from the current children. • Query over support available for SEN children – KE explained that this is unlikely to change. AHS will still be part of LA cluster. Leaf did look at having a SEN cluster themselves but this has to remain with the local authority. • Concerns over the trust being too corporate. • Positive comments around there being improved CPD for staff compared to the LA offer. • The Trust will offer opportunities to share with others and promote good practice. • There will be opportunities to collaborate with colleagues from other schools in areas such as moderation and assessment. • A previous staff member highlighted that the support offered from Leaf was exemplary. <p>Overall the report had 33 responses. 67% - yes 24% - not sure 9% – no</p> <p>DW explained that the report shows a breakdown of information on the first page and highlights how AHS engaged with parents.</p> <p>DW explained that 19% of possible respondents submitted a response and explained that this is broadly consistent with other consultations. Overall the parent views were mostly positive. Some comments referred to being unsure about academies. The objections appeared to be linked to the academy system itself rather than Leaf.</p>	
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		<p>Staff opinions were positive. They are confident with the opportunities this will bring. Staff see the alignment with school and Leaf.</p> <p>Local residents gave limited responses but those that were collected were positive.</p> <p>Main theme identified - strong collaboration with other school, CPD for all staff, enhanced school improvement capacity and the capacity to keep the school values. DW explained that the schools break down into smaller groups for support and challenge.</p> <p>Objections linked to academisation and possible loss of accountability.</p> <p>In conclusion, there will be strong support from staff, and mostly from parents. Little direct opposition.</p> <p>Discussion around the parent meeting held with RN. There were questions around SEN and finance during this meeting. DW explained that the information shared was also sent to all parents and staff following the emails and printed copies also went home to families.</p> <p>DW explained that governors would need to discuss and then make a decision. This then goes to the Leaf trustees who then make a decision as to whether AHS can join.</p> <p>TL noted that there were some valid questions and concerns raised. Question: can we clarify the answers to some of the questions raised? DW stated that RN sent an FAQ out initially. DW stated that she could send information out to parents to clarify some of the queries raised, including SEN information, out to parents.</p> <p>It was discussed that there are some complex issues which could be clarified. DW explained that AHS will still be under South Gloucestershire EHCP team and South Gloucestershire SEN cluster. The support will remain the same but</p>	
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		<p>there will be access to other things through Leaf.</p> <p>KE explained that she has attended some of the network meetings. There are shared procedures, shared resources and methods of communication etc which AHS may be able to adopt. Financially things will stay the same. Because of the legalities of SEN, this stays with South Gloucestershire.</p> <p>Highlight that the distinctiveness of the school will remain the same.</p> <p>DW explained that all of the money per pupil is combined and a top slice taken – approximately 5.7%. This does not include SEN budget, PP and Sports Premium - this comes straight to school. If AHS join Leaf, a proposal is made to Leaf for capital devolved and then the money is released. A plan is put in place and then money allocated at the start of the year to then spend by July. DW explained that Leaf have representatives in clusters and on boards for South Gloucestershire. There are also representatives from different academies on these too.</p> <p>Discussion around initial plans for academisation. When schools were previously told they had to join a trust, there was resistance to start off with. DW explained that when schools weren't performing well, they were made to join a trust and that this has happened to other local schools. AHS has been able to make this decision for themselves.</p> <p>Question: what are the next steps? DW explained that the governors need to vote.</p> <p>DW gave her opinion regarding joining Leaf. She shared that the values align, there is a huge benefit for staff team with regards to CPD compared to the South Gloucestershire offer. At the</p>	
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		<p>moment, the heads meetings are compliance focussed with South Glos. The Leaf heads meetings offer more CPD. South Glos used to have many networks and conferences. Over time, they haven't been able run as there are fewer schools and fewer people attending. Support has been individualised rather than through group support.</p> <p>DW explained that the central team at Leaf are strong. Some trusts have a small central team in comparison. The Leaf English Lead was working for South Glos – she has more time now and has since developed and written a reading strategy which is being shared at the inset tomorrow. There is longevity, strength and support challenge. Decisions made are research and evidence based. There are Ofsted inspectors on the central team. Overall, they want the best for all schools and work with them. For example, they are supported through Ofsted inspections. This is evident through most recent Ofsted inspections held at Kings Forest and Blackhorse.</p> <p>DW explained that the partnership work over the last two years has been really good. In 2027, there is going to be a new curriculum which will bring about lots of changes. AHS will be able to work with Leaf. With the school-based nursery, AHS will have the strength of central team for support and expertise with this which will be valuable.</p> <p>Question: any further thoughts or concerns?</p> <p>Vote held.</p> <p>Proposed by: Jenny Narborough Seconded by: Deb Williams Vote: all governors voted in favour of joining the Leaf Trust. The Governing Body formally resolved to apply to the Department for Education for academy conversion and to join The Leaf Trust. The decision</p>	
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		<p>followed detailed discussion, consideration of stakeholder views and confirmation that governors were satisfied with the rationale and benefits presented. Governors voted unanimously to join Leaf.</p> <p>TLP entered the meeting.</p> <p>Question: Do you have any questions or comments regarding joining Leaf? TLP explained that she has attended the growth day for SBMs. The biggest change with joining the trust is for the SBM and admin team. DB from the central team has been talking through the changes already and things are starting to change.</p> <p>Using new system – I am compliant. New caretaker starting next week.</p> <p>Change to Arbor from SIMS. This will be the biggest change for parents. Currently using 3 systems – Scopay, Sims, T2P. These will all be integrated and will be used from May half term. DW explained that many schools are using Arbor now rather than SIMS. Parents will be able to use an app.</p> <p>Discussion around Edwards and Ward – contract ends on 31st August. AHS would like to transition to take catering in house as lots of money is being spent through this company. AHS are paying £905 for privilege of having a company running the catering. TLP explained that AHS either break even or make a loss. She explained that other schools are making a profit and the cost is less for parents. Taking the catering in house could be good for the budget moving forward. This can be discussed in more detail at P&F. TLP explained that AHS have to give notice in March if they wish to end the contract. The staff are keen to stay if the catering is taken in house.</p> <p>Question: Are you in support of moving over to Leaf? Yes, DB is supporting and TLP has attended growth day for SBMs. TLP explained that it is good to see the</p>	
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		<p>plan moving forward and that it feels secure.</p> <p>Question: will the structure change? No. AHS want to keep admin the same or perhaps increase the hours for the admin team.</p> <p>DW and TLP explained that the trust like schools to give back to the rest of the trust through mentoring colleagues who are new to the roles.</p> <p>In the due diligence report, the SBM stated that she is happy to support other schools. It was also noted that the SENDco is experienced and could support in other schools if needed.</p> <p>TLP shared that she also agrees to join the Leaf Trust.</p> <p>Comment added from GF email response following meeting with SBM earlier in the day: 'Having discussed with Deb and having read all the documentation I am in favour of the school joining in September 2026'.</p> <p>Question: do we share this with parents yet? No, this has to go to the trustees at Leaf first before being shared. Their meeting is on the 10th December. An application to the DfE will then need to be submitted by January.</p>	
8.	Update on Nursery Consultation	<p>P&F committee went round with DW to see proposed changes.</p> <p>DW explained that the additional classroom will be used for the nursery provision leaving plenty of space for reception.</p> <p>A wall will be moved to the other side of the toilets. The door will be moved to the other side so it opens from nursery the room straight into the toilets – this will support the nursery with ratios.</p> <p>Classrooms will all be renovated – carpets, decorated, resources.</p>	

		<p>The Topaz door will be the exit for outdoor space for the nursery children. Topaz will have the KS1 toilets and their outside access will be separate. There will be a new wall in the corridor for an enclosed space.</p> <p>Losing the infant toilets would mean the blue room would partly become new toilets for the reception children to have easier access to at lunchtime. There is currently a sink and kitchen area which isn't used and this will become the plumbing area for the toilets. The sinks will be replaced in all toilets into trough style sinks – these are easier for children to use. DW explained that Leaf look at the condition of the school building and have the capacity to renovate. Bowsland Green and Emersons Green have had work completed recently. The building works will include two dividing walls and the walls and toilets in the blue room. A suspended ceiling will be placed in the toilets to help with the echo. There will be brand new lighting in all areas too. DW explained that they can apply for £150,000 from the authority and that there is a need to ensure AHS ask for enough money to cover all costs. DW said they have quotes for the building works. If there is anything that needs to change with the fire regulations, this may be a cost to AHS. Sensors may need to be added and the plan is to keep around £1500 back to support with this addition. The total currently comes to £94,000. Following this, the reception teacher has requested an outdoors shelter so the children can learn outside. As well as this, AHS has added a new mud kitchen, outside storage, books shelves, a promethean whiteboard for reception and nursery for teaching purposes, 3 ipads for observations and teacher laptops. Changing facilities will also need to be included as well as tables and chairs, new phones, a bell system (a quote is needed for this), and catering trays and cups to support with meals being served in the nursery.</p>	
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		<p>TLP stated that the catering team are happy to extend their hours to support with nursery.</p> <p>Question: how would children access the nursery? Access would be through the front door. Entering through the gate was considered however, there would be a cross over with WOOSC which would be a safeguarding issue for them. A bell will be installed to ring the nursery and then a staff member will be able to bring the child to the front door.</p> <p>As part of the Leaf due diligence, a premises specialist will need to negotiate with South Glos to decide who is paying for items that have been raised as needing to be fixed such as the roof and path at the back of the school. TLP explained that they are still waiting for someone to come to sort the leak in the Topaz class cupboard. DW and TLP stated that South Glos have completed lots of work within the school over the past two years – money has been invested. The biggest concern is the roof. AHS were offered solar panels but within the contract, it stated that AHS would be liable for any roof costs so this has not been agreed. TLP has passed the contract to Leaf to read. DW stated that AHS have the full support from the Local Authority for the nursery application. DW said that the application will be finished by next Friday. AHS were awaiting quotes and the consultation closes tomorrow. So far, there have been 59 responses. 50 responses were submitted within the first 3 days. The community can see the direct benefit of having a nursery within the village. Concern raised include it interfering with WOOSC. DW can send out information regarding any concerns to parents. Overarching theme is positive. Only one response has submitted ‘no’. Their concerns linked to the possible negative impact on children currently at the school and resources being taken.</p>	
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		<p>Comments include:</p> <ul style="list-style-type: none"> • There is a desperate need for a nursery in the village. • The transition will be beneficial. • Would have been good when my children were small. • Great for families. • Will this impact children joining AHS? DW explained that the same rules will still apply for admissions. • More young families in the village now. • It will be a great addition to the village. • Would still need WOOSC. • This is will be a help for many families. • Current residents are having to travel for preschool currently which isn't good for the environment. • Local vicar stated that this would be massive benefit to families. <p>DW explained that the deadline is tomorrow. This information will be collated tomorrow and added to the application.</p> <p>DW said that there is lots of support for the nursery. TLP stated that it is not just our families but others from the community. This will be positive to add to the application.</p> <p>DW shared that they need to propose a name for the nursery. Leaf schools use 'Little' to start their name. DW proposed 'Little Gems' to tie in with the current class names.</p>	
<p>9. (7:10)</p>	<p>Head Teacher's Report</p>	<p>No full report.</p> <p>Attendance: Attendance is strong and better than national. Up until October half term - 97.6% attendance. All categories reported as being better than national.</p>	

		<p>PP has been flagged on attendance. This is lower than the rest of the cohort. This is now a focus on the pupil premium strategy.</p> <p>Budget: (as TLP entered later)</p> <p>Signed by JAW, RC and GF. TLP explained that AHS are in a much better position. Predicted a deficit of £25,000. Contingencies put in place were not used so there is now an in year deficit of £13,000. TLP explained that there will be a deficit moving forward and it will be the last year of any carry forward. The current financial year runs from April to March. Leaf run September to August. This lines up with PP and Sports Premium.</p> <p>To reduce the costs, AHS have reduced the SMSA hours and are using Tas to support at lunchtime. They had a contingency for T and TA wage increases. Money received from the friends has funded things for the school. WEF – money is received from them for PP children to go on the residential. £2000 this year was given to AHS. Cost of living rises– this is reflected in the notes. Staff insurance and equipment were more expensive than hoped. Overall, the school is in a much better position than originally predicted. TLP explained that AHS will lose PP children. This will reflect in next budget. EHCP children and other SEN support children have lots of money spent. 4.2% having EHCP – additional funding. Equating to £794. Adding two extra ECHPS – this amount rises to £7500. Adding another two increases it to £12,000. ASH are close to receiving this extra money with EHCPs in progress. DW explained that £6000 per child has to be spent meaning £54,000 has to go straight to these children from the budget. Council sent new budgeting tool – both options showed AHS over.</p>	
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		<p>If everyone is happy with the revised budget, TLP can submit.</p> <p>The hall chairs have been replaced as the chairs had started to collapse. 100 new chairs have arrived.</p> <p>VAT exemption rules have changed for schools. Any activities linked to a eewards/fun rather than educational, have to pay VAT.</p> <p>Question: can we state why we believe it is educational?</p> <p>South Glos can say it is educational on our behalf. This will mean that more costs will end up going to parents. This will also affect the budget next year.</p> <p>It was discussed that the terminology is worth investigating. If residentials are no longer included, Morfa Bay cost £440 previously, this will add an additional £88 for parents to pay.</p> <p>TLP thinks that WEF may help in the future.</p> <p>From matters arising – business plan: TLP asked Leslie to look into. The new one has information on that would need to be taken off. TLP said she could ask One West for a smaller one for website.</p> <p>DW asked whether it is statutory for the website. TL explained that it doesn't need to be on the website. Where was it on the website before? Found on the website from 2015. It was agreed that the old one is to be removed.</p> <p>Governors agreed revised budget.</p>	<p>Remove Business Plan from website.</p>
<p>10. (7:35)</p>	<p>Documentation/Policy Review</p> <ul style="list-style-type: none"> • Antibullying policy • Complaints policy • Exclusion policy • Health, Safety and Wellbeing policy • Lettings Policy • Mobile Phones in School policy 	<p>Antibullying policy – to be carried over.</p> <p>Complaints policy – to be carried over.</p> <p>Exclusion policy – to be carried over.</p> <p>Health, Safety and Wellbeing policy – policy 1 has been completed.</p>	<p>To take to next FGB:</p> <ul style="list-style-type: none"> Antibullying policy Complaints policy Exclusion policy Health, Safety and Wellbeing policy PSHE policy Teaching and Learning Policy.

	<ul style="list-style-type: none"> • Privacy notice (staff) • Privacy notice (pupils) • PSHE policy • Teaching and Learning Policy. 	<p>Lettings Policy – ratified at P&F</p> <p>Mobile Phones in School policy – DW to make changes.</p> <p>Privacy notice (staff) – Completed for GDPR audit</p> <p>Privacy notice (pupils) – Completed for GDPR audit</p> <p>PSHE policy – to be carried over.</p> <p>Teaching and Learning Policy – to be carried over.</p> <p>Question: do we know what date these need to be done by?</p> <p>Alison has this information. These are all due to be renewed.</p>	<p>Safeguarding policy to be added to next FGB.</p>
<p>10. (7:45)</p>	<p>Monitoring <i>To update the board on any monitoring activities</i></p> <ul style="list-style-type: none"> • 	<p>JN completed SEN monitoring with KE. They need to agree dates for rest of the year.</p> <p>JN also met with DF for PP.</p> <p>DW said that there is a PP audit in February with LA advisor. They have already sent over the documents ready to look at ahead of the audit.</p> <p>SG to meet regarding single central record.</p> <p>Discussion around when monitoring can be completed - this can be done in school or can be completed via email. JN stated the benefits of being able to speak to children on her previous visits.</p>	<p>SG to meet regarding single central record.</p>
<p>10. (7:50)</p>	<p>Governor Admin</p> <ul style="list-style-type: none"> • Photos for website – LP, RC, SG, CB, J-AW, TL. • Training – all to complete Safeguarding and Prevent 	<p>National College every September for Safeguarding and Prevent training. There is a folder on Teams to save certificates in.</p> <p>Photos – there are some photos already saved on system. Those who don't have photos to have one taken in the day outside the entrance to the school.</p>	<p>Everyone to complete training by next FGB.</p> <p>SN and DW to meet in Jan to update GIAS.</p>
<p>11. (8:10)</p>	<p>GDPR <i>Update given if required</i></p>	<p>The GDPR audit is complete. They are waiting for report to be sent through. TLP said that it went well. They raised things that the school already knew – they need to have a log to report near misses, codes for printers to release documents, children's toast lists should</p>	

		<p>just have first names and first aid lists should just have the staff members school names. Staff need to make sure laptops are locked when leaving the room.</p> <p>When using CC in emails, governors should be blind copied into something unless it's for all governors. Discussion around being more mindful when ccing in emails or replying all. AHS have to report if this happens and there is a GDPR breach.</p> <p>Question: do we have to notify or record? TLP explained that AHS Have to let One West know and then they decide if it is passed on. Breaches have to be reported. Photocopiers having a code would be beneficial.</p> <p>Governors GDPR training on National College. Governors to complete.</p>	Governors to complete GDPR training.
12. (8:15)	AOB	<p>DW shared that there is a new Ofsted Framework. Bring to next FGB. Some Leaf schools have been a pilot school - Blackhorse and Kings Forest. 3 years after joining Leaf school will have Ofsted.</p>	New Ofsted framework to be shared at next FGB.
13. (8:20)	Date of next meeting	5 th February 2026.	