



ALEXANDER HOSEA PRIMARY SCHOOL

'Roots to grow, wings to fly'

Full Governing Board Minutes

14th November 2024 at 6:30-8:30pm via teams

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

Attendees:

Jo Dent - Chair (JD)
Deb Williams (DW/HT)
Jenny Narborough (JN)
Kimberley Edgar (KE/SENCO)
Leanne Peachey (LP)
Katy Hillier (KH)
Rob Crerar (RC)
Samantha Nunn- Clerk to Governors

Apologies: Sally Windmill – Associate (SW/DHT)

Ref. (Time)	Item	Comments	Action
1. (6:30)	Welcomes and apologies <i>Determine if meeting is quorate</i>	Apologies: Sally Windmill (Associate) 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 11.7.24	Minutes agreed as a true and accurate account of the meeting. Question from JN re section 12: JN asked whether she is involved in HTPM. JN thought she was involved in pay panel rather than HTPM. Minutes to be amended to show JN is involved in pay panel rather than HTPM. HT explained that there is a vacancy for a governor for HTPM (GF, JD and vacancy). JN confirmed that she can join this time if needed - meeting in two weeks' time. HT asked if JD and GF have had training for HTPM. JD confirmed she has. GF can join HTPM without training. As long as one Governor has training on the HTPM, we are covered.	Clarify whether GF has had training for HTPM.
4. (6:35)	Matters Arising <i>To check actions from last FGB</i>	Review of PP document.	

	<ul style="list-style-type: none"> • HT and JN – review of new PP document once done. • IT - Governor access to docs on Teams (LP, RC, KH). • Governors to arrange monitoring visits with HT. • Clerk advert. • Review curriculum link governors. • SBM to check purchasing policy matches scheme of delegation. • Behaviour principles statement. • All governors - Prevent certificates to SBM. • Q- What docs has previous clerk got home? Where are things saved? • Audit of skills – return to Chair. 	<p>HT and JN reviewed PP document. Met in September to discuss. Closed.</p> <p>Governor access to Teams. JD asked what the protocol is for checking access to Teams. HT shared that IT would need to sort. SN shared that IT were requesting people sign in and out of all accounts to try and fix. SN shared own issues with Teams and confusion with two SG email addresses. One runs on web browser and one runs on app. Ongoing.</p> <p>Governor monitoring visits. JN has visited re Pupil Premium and SEN. Follow up meetings are booked in spring. Monitoring planned for Governor Day. RC completed site walk with SBM recently.</p> <p>Clerk advert. New clerk appointed. Closed.</p> <p>Curriculum link governors. See below.</p> <p>SBM – purchasing policy and scheme of delegation. SBM sent new scheme of delegation out. JD explained that we can assume it was all checked. Closed.</p> <p>Prevent certificates. HT explained that she is unsure if SBM has everyone's certificate. Question: Does this need to be completed every academic year?</p> <p>Previous clerk. HT can contact previous clerk to check what documents she has at home. Signed copies of the previous minutes are on Teams. HT explained that signed minutes should all be in the relevant Teams folders.</p> <p>Item added - Lunchbreak supervisors. HT explained that they have the full quota for lunchbreak supervisors however they are thinking of advertising for more bank staff heading into winter months to help cover any staff sickness.</p> <p>Audit of skills. JD has saved the skills audit on Teams. All governors need to fill in and email back to JD.</p>	<p><i>HT to check outcomes from site walk.</i></p> <p><i>HT to bring Behaviour principles to next meeting. On school website to view.</i></p> <p><i>On teams - all governors to fill in and email to JD</i></p>
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		<p>This needs to be sent over to close the internal audit. JD explained that it is best practice and that we should abide by it. HT explained that the skills audit should be done annually to close matters arising from recent internal audit.</p> <p>Item added- appointment of a vice chair. LP happy to be vice chair. Voted unanimously for LP to be vice chair.</p>	
<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>T&L Minutes from 1.10.24 P&F Minutes from 7.11.24 S&W Minutes from 1.10.24</p>	<p>Teaching and Learning, Staffing and Welfare JD asked if there any questions or queries. None declared.</p> <p>Premises and Finance HT explained that FGB needed to agree the revised budget. HT explained that the school had gone from a £19,000 to £5000 deficit. HT explained that there is some deficit but it is better than before. Revised budget accepted.</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"> • Governor monitoring for SEND. • Safeguarding action plan. <p><u>P&F</u></p> <ul style="list-style-type: none"> • Recommend revised budget to FGB - GF • Governors' handbook • Scheme of delegation to be approved by FGB. • Prevent training - recommend all governors complete. 	<p><u>T&L, S&W</u> JN explained that there are 3 meetings booked in for monitoring SEND. There is a plan ready for the academic year.</p> <p><u>P&F</u> Manual of internal procedures - SBM needed to complete this for the internal audit. HT explained that it needed to include the governor's handbooks. This is available online and governor support would know where to find it. JN requested that a date be added to the document so everyone knows when it has been added and which is the most recent version. Question: HT asked if it's specific to South Glos. JD clarified that it is a national document.</p> <p>JD was sent the scheme of delegation. This is in the manual of financial management. Scheme of delegation approved by FBG. Action to close on internal audit.</p>	<p><i>HT to bring safeguarding action plan to next meeting.</i></p> <p><i>HT to find governor handbook and save on Teams for all to look at.</i></p> <p><i>Governors to check they have done prevent training. HT to check with SBM.</i></p>
<p>7. (7:10)</p>	<p>Head Teacher's Report</p> <ul style="list-style-type: none"> • Achievement/Progress • Quality of Teaching • Attendance & Exclusions 	<p>Internal Audit: Final actions to be completed by 18th November. There were a couple of things outstanding which have now been completed.</p>	

	<ul style="list-style-type: none"> • Behaviour & Safety • Leadership & Management • Staffing Updates • SDP end of year Review 	<p>HT explained that the school is a Leaf partner school. Both the HT and DHT attend the heads and deputies meetings once a term.</p> <p>HT explained that she is currently mentoring a head in another LEAF school.</p> <p>HT explained that it is not essential for Alexander Hosea to join a MAT but that it might be good to explore the options.</p> <p>The school would need to think about what they need to protect eg characteristics.</p> <p>HT and DHT met with a colleague from the DfE – federation looking for MAT to join.</p> <p>HT suggested a working party with SLT and governors to find MAT that might be of interest and find out what they have to offer and what they expect from the school. The working party would then need to narrow down the choices and then feedback to FGB. FGB would then decide if they want to proceed. The benefits of school staying on its own or joining a MAT would need to be considered.</p> <p>If it is agreed to join a MAT, there is an application process which takes around a year.</p> <p>HT explained that a decision would need to be thought through carefully as it is hard to leave and go back to being a maintained school in the Local Authority.</p> <p>Question. JD asked: are there many schools not joining a MAT? HT explained that there are many schools that are.</p> <p>HT explained that there many options to consider for a MAT. A couple being</p> <p>Leaf – primary only</p> <p>CSET – primary and secondary.</p> <p>There are currently several local schools in partnership with Leaf.</p> <p>RC and KH joined the meeting.</p> <p>HT asked whether anyone would be interested in being in a working party which would include a SLT and 3 governors.</p> <p>JD explained that it would be good to form a working party and consider the pros and cons.</p> <p>JD asked for any volunteers – RC, JD, and JN volunteered.</p> <p>Question: JD asked what the first step would be. HT explained that the working party should meet soon to explore the websites of the 7 MATs to look into. HT explained that Alexander Hosea is in a fortunate position as a community school compared to church schools as there are no restrictions to which MATS we may join with.</p>	<p><i>Working party to meet as soon as possible. HT to find a date and contact governors.</i></p> <p><i>Clerk to add as ongoing agenda item.</i></p> <p><i>MAT Trust updates.</i></p>
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		LP offered to join working party due to knowledge of MATs. HT to speak to SLT. JN added 'Working Party' on Teams.	<i>HT to speak to SLT re working party.</i>
8. (7:30)	Monitoring <i>To update the board on any monitoring activities</i> <ul style="list-style-type: none"> Monitoring Planner Governor Visits Governor Day 	<p>JD added monitoring planner to Teams.</p> <p>JD clarified list of who is link governor for which subjects.</p> <p>Clarified and changes made:</p> <p>Maths - JD English – LP Curriculum - RC EYFS - KH PSHE – was LP. Can be part of curriculum now. JN – Sen and PP JD – Safeguarding. RC - Curriculum</p> <p>HT explained that the previous groups eg: Body and Mind, are not running in the same way anymore. HT explained that not many governors attended meetings. For example: body and mind never really took off.</p> <p>HT suggested curriculum has a link governor ad a whole area and to meet with SW and talk about curriculum development. HT suggested to keep it as a wider focus. JD asked if RC would take on curriculum to liaise with SW. Agreed.</p> <p>Discussion regarding maths on SDP. Maths was in line with national. Less than a child difference. SDP priorities – Fractions, decimals and percentages are a strand for focus in maths. Question level analysis showed FDP as an area for development. HT explained that maths is not part of the 3 main targets but has a data link to one of the targets.</p> <p>Governor day – March 28th. Important for everyone to be there for whole/part of the day. JD explained that it is one day for everyone to be in school and tick off relevant actions etc.. HT and JD are going to meet to finalise a plan. Governors to let JD and HT know if there is anything that they want to do/see during this visit.</p> <p>KE explained that there is a clash with year 5 camp – KE and KH wouldn't be there.</p>	<p><i>Governors to add monitoring dates to planner.</i></p> <p><i>Bring up again to check all governors have a link.</i></p> <p><i>Governors to let JD and HT know what they would like on the agenda for governor day.</i></p>

		LP also unable to attend. Could attend if date changed. After discussion around possible dates, it was agreed that the date would remain the same and LP would catch up at a later date.	<i>Clerk to remind governors of date – 28th March.</i>
9. (7:40)	Future Planning for School <i>To discuss the advantages and disadvantages of options available</i>	Discussed above.	
10. (7:55)	Governor Admin <ul style="list-style-type: none"> Governor Vacancies x 2 parent Governor Training - bulletin Link Roles - Body and Mind Link Governor, Safeguarding Link Governor and English Link Governor. Declaration of interest forms and KCSIE – Governor Hub 	<p>Vacancies. We have three parent vacancies rather than the two advertised for. The paperwork has gone out to school community and the deadline is 25th November. One parent governor nomination returned so far. There is a vacancy for a co-opted governor. JD explained that it would be good to have two more. Both PL and KH are currently co-opted governors. HT asked whether KH was a parent governor and then co-opted. KH confirmed. JN said that she would be happy to advertise for co-opted governors if this is something we can do. Question: LP asked whether it would be worth contacting local secondary schools. HT to contact.</p> <p>Training. JD asked whether anyone had completed any training. None declared from governors. Clerk attended new clerk training last week.</p> <p>Link roles. See above.</p> <p>Declaration of interest. Forms to be signed annually. HT to leave in office. Clerk explained that information is on Governor Hub. Clerk to log on and check to see if a reminder can be sent.</p>	<p><i>Clerk to arrange for a reminder to be sent out with documents .</i></p> <p><i>HT to contact secondary schools.</i></p> <p><i>Clerk to log on and check to see if a reminder can be sent.</i></p>
11. (8:05)	Documentation/Policy Review <ul style="list-style-type: none"> Acceptable Use of IT Policy for Parents and Carers Attendance and Truancy Policy Children with health needs who cannot attend school policy Confidentiality Policy Data Protection Policy Online Safety Policy 	<p>Acceptable Use of IT Policy: Question: regarding IT policy. Why do we have a separate online safety policy? HT explained that both documents are needed. Policy agreed.</p> <p>Attendance and Truancy policy: Updated with attendance officer. Policy agreed.</p>	

	<ul style="list-style-type: none"> • Safeguarding and Child Protection Policy 	<p>Children with health needs who cannot attend school policy: JD asked whether this is a new policy. Policy agreed.</p> <p>Confidentiality policy: Nothing had changed. Policy agreed.</p> <p>Data protection policy: HT explained that this is a SG policy from Feb 24. Needed to be confirmed for internal audit. Policy agreed.</p> <p>Online safety policy: HT explained that a change had been made. A paragraph was added regarding staff needing to lock laptops when they leave them unattended. Also had to include what happens with the disposal of old equipment. HT explained that it is collected by a company, they securely delete/remove all information. This means the school don't have to worry as it is all wiped. School are given a certificate to show it has been done.</p> <p>Safeguarding and Child Protection Policy: HT explained that there have been a few changes. Question: JD asked whether this policy has been aligned with other policies. HT said that it should be aligned but she has not gone through each fine detail as this will be done as policies are reviewed. Policy agreed.</p> <p>Question: JN asked a question regarding the parents/volunteers elements. Is there a way to signpost policies to volunteers? She explained that we don't want to duplicate and might be useful for those working within school. HT explained that the school have a parent handbook with a summary of policies and including the behaviour policy. Volunteers have to sign and agree to this when they come into the school. HT explained that this didn't have any reference to school trips on it. It has now been included and includes details regarding how to raise concerns whilst on a trip. The home school agreement includes information on social media use.</p>	<p><i>JN to look at volunteer handbook/documents.</i></p>
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		HT suggested that JN come into school to have a look to check she is happy with the agreement.	
12. (8:15)	GDPR <i>Update given if required</i>	<i>HT explained that they received someone else's documents. It included pay details for another school. SG were contacted straight away and HT raised that they would need to be report this as breach of GDPR.</i>	
13. (8:15)	AOB •	None	
14. (8:20)	Date of next meeting	Thursday 16 th January at school 6:30-8:30pm	

