



ALEXANDER HOSEA PRIMARY SCHOOL

'Roots to grow, wings to fly'

Full Governing Board Meeting Minutes

Thursday 14th May 2026 6-8pm in school

Attendance:

Deb Williams (Headteacher/DW)
 Dan Feaster (DF/Deputy Head)
 Claire Blowers (CB, co-opted governor)
 Rob Crerar (RC, chair)
 Jenny Narborough (JN, vice chair)
 Katy Hillier (KH, co-opted governor)
 Tom Longstaff (TL, parent governor)
 Tara-Lou Price (TLP/SBM/co-opted governor)
 Samantha Nunn (SN, Clerk)

Apologies:

Stacey Giles
 Leanne Peachey
 Julie-Anne Webber

Absent:

Gareth Fielding

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

Ref. (Time)	Item	Comments	Actions
1.	Welcomes and apologies <i>Determine if meeting is quorate (6)</i>	Apologies from SG, JAW and LP. GF in school tomorrow.	
2.	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.	Minutes of previous meeting <i>To confirm as a true and accurate record</i>	Minutes agreed as being an accurate record of the meeting. RC signed. SN to file.	
4.	Matters Arising <i>To check actions from last FGB</i> - Schools White Paper - SG and DW to meet for monitoring logs. - Member of P&F to review and share Risk Register.	Schools White Paper: DW and DF are yet to look through thoroughly. DW explained there is information on National College for governors to look at. DW to give governors summary from RN.	Add to next agenda

	• DW to update WOOSC with nursery plans. • RC - GDPR and prevent training • CB – Prevent training	Benedict's Law – new allergy training. TLP explained that there has to be a nominated governor with awareness of allergies in school. TLP explained that AHS has to have an allergy policy. KH volunteered to be nominated governor to complete training. Martyn's Law – new terrorism act. DF and TLP are going to meet to discuss changes to policies needed at AHS etc... Policies will come to governors with the changes. Main changes will involve trips that are in or around London. Need to check Bristol. DW gave summary of White Paper to governors from RN. Also saved on Teams. Headlines: Focuses on closing the gap between disadvantaged and advantaged. Attendance – many schools haven't returned to pre-covid percentages. AHS attendance isn't a concern. There will be a belonging strategy for all schools. EYFS – focus on strong foundations. Increasing GLD to 75% from 72%. Focus on reading and early phonics. Pass rate to change to 90% for phonics. New National Curriculum due in Spring 2027. This will be rolled out September 2028. SEN reforms – focus on experts being on hand in schools. There will be an inclusive mainstream fund which may replace the sports premium. First instalment will be in the summer - £9100 for the year. Sports grant has previously been much higher. There are changes to SEN support and EHCPs. EHCPs will be for the most complex cases. Individual support plans for children will be on a standardised format. This will be good for children moving between schools and counties. Schools will be expected to publish an	
--	---	---	--

		inclusion strategy detailing how the funding is spent. Attendance target – 94%. AHS is always above this. It states that all schools will be part of a trust. AHS will be joining Leaf – recently received confirmation from the DfE. DW explained that it is unlikely AHS will join in September – more likely to be January. RN and DW to meet with RC and JN to discuss next steps. Complaints – this process will be online using a standardised system. Leaf have produced a new policy alongside this. There will be parent forums within academy trusts. This will give the opportunity for parent voice. DW signposted governors to information online and National College for the Schools White Paper. SG and DW to meet for monitoring logs: Complete. DW explained what they had discussed and how the reporting system works and what happens when children type in searches that could be inappropriate. Member of P&F to review and share Risk Register: DW and TLP have been working on it. They explained that there are some things that may need to change. The Leaf format has been used. DW to update WOOSC with nursery plans: Complete RC to complete GDPR and prevent training: Prevent complete. Still to complete GDPR. CB – Prevent training Complete	TLP and DW to meet to finalise and bring to next FGB. RC to complete GDPR training.
5.	Committee Reports <i>To provide updates and ask questions</i>	P&F Budget updates:	

	• Teaching and Learning • Premises and Finance • Staffing and Welfare	P&F have agreed the budget. Highlights shared by TLP: £29,000 deficit. Carry forward of £53,000 Surplus of £24,000 Predicted to be in surplus for the next two years. For the years following, the budget will be in deficit. The loss of maternity insurance has impacted on this. The budget is based on the nursery being full – if the nursery isn't full this will change. TLP explained that they had to budget using the full capacity. The budget includes staff pay rises and doesn't include the costs of flood damage. TLP explained that the birth rate has dropped. She used LA figures to base the budget on as the school isn't likely to be full. DW explained that the school is currently oversubscribed this year and other local schools are not with lots of spare spaces. They are hopeful that with the nursery opening, AHS will have a consistent group of children coming into the school. There are two EHCPs in progress. The school receives £66,000 for EHCP children. Question: Are next year's children from the village? No, they are from a combination of Wickwar, Charfield and Yate. TLP explained that no flood related costs are in the budget as this should be covered through the insurance and through the Local Authority. Governors looked over the given budget. Question: How have you modelled in the maternity costs? One member of staff is going on maternity leave soon. The application for shared parental leave will be an additional cost. AHS had to pay for the maternity leave this year due to other factors. The	
--	---	---	--

		insurance doesn't cover shared parental leave. Question: From September are we covered? TLP explained that the contract was signed a month ago. Over the next 39 weeks, AHS are not insured for maternity leave. AHS will then go onto Leaf's insurance. This will then start the 39 weeks process again. There is a high chance this could be a factor again. It also includes any paternity leave. DW explained that shared parental leave does cost the school a significant amount as there are two salaries to cover in this time. Question: The catering contract has been discussed previously, will we move to in-house catering? TLP explained that AHS are going to enter into a two year contract which would mean this can be reconsidered after the two years. She is currently waiting for the paperwork to come through with the agreement that a three-year contract can be taken out but that AHS can leave after two with no cost should they be in a position to move to in-house catering. DW and TLP explained that there is a lot already happening in September with the nursery project and joining Leaf. There are contingency plans in place for building works and health and safety. DW explained that Leaf need to complete the premises audit. RN is aware that the roof needs replacing. Leaf will negotiate this with the Local Authority. Budget agree by FGB. TL signed. T&L,S&W committee – nothing to update. 30th June – move date so DW can attend.	
6.	Head Teacher's Report	Flood update: Timeline of what's happened is saved on Teams.	

		14th April – the security company recognised a fault. The alarm system was checked. An engineer was called. 2:30pm – the caretaker noticed water in his cupboard. Contacted DW and TLP. TLP, DF and other members of staff came into school and swept water out. TLP contacted SGC and they delivered a wet vac. 15th April – electric and gas all off. The priority was to get school in a position to open. Reports are all on Teams from Fire and Flood. The insurance company have agreed that AHS can make a claim. The damage is estimated to be under £350,000 as long as the concrete in the hall doesn't expand. The school is currently in phase 2 of drying. The removal company is coming for the kitchen tomorrow. The drying process will involve pulling the water out. Water has come to TLP's office. Testing to happen every week to check on flooring. It is estimated to take 4-6 weeks. There will be a retest once it has all been left for a week with the heating off. Hoping for the work to be completed over the summer. Belfor are currently sorting the drying process. TLP and DW explained that another company will do the repairs. The council have been onsite today and are now hoping to push things forward. AHS have had 6 weeks with no catering. £15,500 has been spent by AHS. TLP is going to claim on insurance due to workload increase with the flood. Overtime payroll will increase due to time given with the flood over the holidays – this will be claimed back through the insurance company. Extra utilities will be claimed for as well – heating has been on, extra fans have been on and the water loss. The insurance claim will all be in one. Loss of earnings for the community centre needs to go through their own	
--	--	--	--

		insurance. GF has been informed as the chair of the community centre. It is hoped that work will be complete by September. TLP explained that the kitchen is likely to be very mouldy. The kitchen units are going to be removed to be tested and checked as well as being cleaned if okay. It has been stated that the doors don't need to be replaced but AHS want them to be as they would have been sat in the a water. The Local Authority are to communicate with builders as soon as possible. TLP explained that she expects to be in once a week during the summer holidays along with DW. Thanks were given to the parent community for helped with moving furniture etc... TLP explained that the contractors that are regularly used helped considerably too. AHS want the catering to be sorted as soon as possible. TLP shared a folder with the governors which contains all of the information regarding invoices etc for the flood. When the new kitchen goes in, residents will be informed as access for a large vehicle will be needed. Question: Do you know at this stage, if it is likely to happen again? The faulty part has been sent away for examination and it was stated that it is very unusual that this has happen as this part doesn't normally fail. Once examination is complete, other schools can be informed if the valve is likely to be faulty. Question: Do we need to do any flood monitoring as a result of this? No. TLP explained that the valve that broke was called a redistribution valve. High pressure water was pouring from the pipe. They will question why the pipe was in the attic and not under the floor. Nursery update: Report saved in folder on Teams.	
--	--	---	--

		DF met with CP from the council. DF explained that there have been adjustments made to the opening times. From April 2026, a new rule came in that free hours have to be consecutive. Initially they had planned for a lunch club in the middle of the day but this breaks up the consecutive hours. Closing time will be 5:30pm rather than 6pm now. Sessions: 9am-3pm - main session. 3-3:30pm - after school session. 3:30pm-5:30pm – wrap around care. Adjustments to documents have gone to the council. When confirmed, money can be claimed for funded hours. DF queried the requirements for Ofsted. AHS don't have to register with Ofsted separately for the nursery. Eligibility criteria for the nursery has been discussed at the working party such as the specifics on the criteria and specific maps used for calculating distance. Starting ages have also been discussed. There was a discussion around the registration fee. A registration fee cannot be charged alongside the free hours. If wraparound care is used, refundable registration fee needs to be paid. DF and DW are to attend nurseries that have recently opened. There are some in Leaf that they can visit. Question: What happens if a family join using the funded hours and they then want to change their hours to include wraparound care, will you add the charge? Yes, this will need to be paid. It will be called an admin fee rather than registration fee. Draft policies will be shared at the next working party. 15 applications have been received.	
--	--	--	--

		There have been some future applications for those who are still under two. In September to mid-October each year, applications will be considered. AHS will confirm with families in January. DF explained that criteria needs to be really clear. The sibling rule only applies when they have been allocated a place at the school. DF explained that they need to get going with the site works. AHS have now obtained an architect's drawing – a parent was able to support with this. DF to add drawings to Teams for governors. DW and DF explained that they have some questions regarding the plumbing which needs to be investigated. A parent plumber is going to take a look. Question: Are toilets being removed? No, a door is moving and sinks are being moved to the other side. The Blue room and reception classrooms will be emptied ahead of the summer for works to be done. Question - Has there been consideration for those that aren't toilet trained? Yes, there will be a changing table. The next steps are to tender the works with the same companies the council are using for the flood works. They have checked it will be okay to be completed by August. Question: Can this information come to the working party on Tuesday? Yes, DF to make any changes and bring to the meeting. Staffing DW explained that they have advertised for the roles for teaching assistants. NG will be the teacher in the nursery.	
--	--	---	--

		Question: Does that mean you will have a teacher vacancy? AH has been appointed as a permanent member of staff. Lots of interest has been shown for the nursery posts already. They will need other members of staff such as a level 2 member of staff for ratios/over lunchtime. DF to be sent a qualification checker. There will be a level 3 TA there are the beginning and end of the day. Roles have been advertised as an 8am – 1pm vacancy and 12:30pm – 5:30pm vacancy. Both level 3 qualified. DF mentioned other aspects that need to be considered. Eg: curriculum. DW explained that they had to sign to say that AHS will spend the money on what they applied for. DW explained that there will be a safeguarding audit in June. DW to contact SG. It will be a Local Authority audit.	
7.	Update on Pupil Premium and Disadvantaged Pupils.	14 PP children. DF has shared the report on Teams. There have been changes to eligibility. DF signposted to top of report. Any family in receipt of universal credit is eligible for free school meals. Question: Is this automatic or do you have to apply? DF said that there is an application to fill in. Question: What was proposed last year, applying every 3 months, does that exist still? It has changed. Question: Can you make a prediction as to how many children/how much money the school will receive? Not overall, it depends on the amount of children. It is for those in receipt of universal credit. They can still apply through the portal. Communication to parents includes how this funding helps the school. How it is	

		advertised now is different to how it was previously. Attainment and progress has been good. Attendance – this is in line with the rest of the school. 2/3 with low attendance – some of these are on a part time timetable. School attendance meetings have taken place. No KS1 children were identified as doing clubs but now some do attend. There has been a recent exclusion – one recently for half a day.	
8.	Leaf Update	As above	
9.	School Based Nursery Update - Working Party	As above	
10.	Monitoring <i>To update the board on any monitoring activities</i>	Monitoring of SATs this week has taken place this week. JN and RC came on two different days. LP came and led a staff meeting on trauma. SG came in to look at safeguarding logs. JN – wants to come in to see KE/obtain a written update. DW to ask. Secondary school discussions are starting to take place for those with SEN.	DW to speak to KE re communication with link governor.
11.	Future Planning for School	As above	SN to remove this item from the agenda.
12.	Documentation/Policy Review - Teaching and Learning Policy - Uniform Policy	Uniform policy: New PE kit has been updated. Feedback from children – most children like wearing them. Hoodies were hard to remove. Old PE tops used to fade. New tops are much better quality. Bibs have been purchased for sports days. Admin have update residential letters – deposits are non-refundable. Question: What does that information appear on? Information/letters for residential. Not a policy.	

		T&L policy not fully finalised. Needs to be aligned with Leaf. First Aid policy to be confirmed. Question -Is it worth finding out about Leaf policies? Yes. We will eventually link to policies on the Leaf website on AHS website like other Leaf schools. Question: Is there any Leaf governor training to attend? Yes. There is a day conference. DW to make contact for governors.	T&L policy to go to next meeting. First Aid policy – extend date to be in line with Leaf. DW to find list of Leaf policies. AM – to compare policies to Leaf.
13.	Governor Admin	None.	
14.	GDPR <i>Update given if required</i>	Emails have been CCed by contractors – informed they have breached GDPR. Catering team have removed all paperwork from the kitchen. SMSA paperwork has all been moved since the flood.	
15.	AOB Benedict's Law - https://nationalcollege.com/courses/allergy-and-anaphylaxis Martyn's Law - https://nationalcollege.com/courses/certificate-security-measures-procedures-staff	As above. Links provided for governors. AHS are currently transferring to Arbor. Everything will go through Arbor rather than having separate systems. This will save £5000 a year due to the school currently using different platforms.	
16.	Date of next meeting	T&L – change from the 30th June to 23rd June. 6-8pm. FGB – 9th July. 6-8pm.	SN to send out dates to all governors.

Date:	
Signed:	

