



ALEXANDER HOSEA PRIMARY SCHOOL

'Roots to grow, wings to fly'

Full Governing Board Meeting Minutes

5th February 2026 at 6:30-8:30pm at school

Attendance:

Deb Williams (Headteacher/DW)
Dan Feaster (Staff governor/Deputy head/DF)
Tom Longstaff (Parent governor/TL)
Stacey Giles (Parent governor/SG)
Jenny Narborough (Vice-chair/JN)
Leanne Peachey (Parent governor)
Rob Crerar (Chair/parent governor/RC)
Sam Nunn (Clerk/SN)

Apologies:

Tara-Lou Price (Co-opted/SBM/TLP)
Katy Hillier (Co-opted/KH)
Gareth Fielding (LA/GF)
Julie-Anne Webber (parent governor/JW)

Absent:

Claire Blowers (Co-opted governor).

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>	Apologies from TLP, KH, GF and J-AW.	Send CB list of meeting dates.
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 being an accurate representation of the meeting. Small edit to make: Page 7, third paragraph. Edit to say 5.7% approx.	SN to edit
4. (6:35)	Matters Arising <i>To check actions from last FGB</i> <ul style="list-style-type: none"> 5 year plan to be finalised. SG and TLP to meet regarding single central record. DW to finalise mobile phone policy. 	Single Central Record Check: SG completed with TLP and fed back at T&L last week. Future suggested plan is for SG to complete a check, RC to complete a check and then complete one check together at three different points across the year.	DW to check business plan with TLP.

	<ul style="list-style-type: none"> • Remove business plan from website. • All governors to complete safeguarding, prevent and GDPR training. • SN and DW to meet to update GIAS. • New Ofsted framework to be shared with governors. • Policies – see item below. 	<p>Mobile phone policy: DW updated and shared with T&L last week. Agreed by governors.</p> <p>Safeguarding, prevent and GDPR training: Governors to complete training via the links clerk is going to send. If safeguarding training has been completed in own work setting, governors to still add to governor hub as a record completion.</p> <p>GIAS: SN and DW to meet to update GIAS. DW and SN to meet in the next month to check. It should be up to date but will check again.</p> <p>Ofsted framework: DW stated that there are lots of changes with the Ofsted framework. DW signposted governors to the National College training on the framework.</p> <p>DW explained that there is no overarching grade anymore. Schools are given a report card with grades and this is split into different categories. The vast majority of schools will be within the middle banding. DW explained that it is now a secure fit model rather than a best fit model. All criteria has to be met to judged at that level. Their golden thread is inclusion through all areas. Leaf schools that have had Ofsted recently said inspectors only spoke to PP children.</p> <p>LP stated that she feels like it's not a true reflection on inclusion. It was discussed that the view seems to be that if provision right for your disadvantaged children, it's right for everyone.</p> <p>DW shared that there is a leadership thread within the framework. Ofsted will question what leaders are doing to address priorities. DW stated that if there is something that isn't embedded, it is classed as needs attention. From a parent perspective, the 'needs attention' phrase may be something parents will question. DW said that governors need to know the new framework changes and to watch the video.</p> <p>DW explained that if AHS join Leaf, AHS will not have an Ofsted visit until 3 years after conversion. It was stated that the framework will be really well known by the time Ofsted visit AHS which will be a benefit to the school.</p>	<p>SN to send reminder with links to complete.</p> <p>DW and SN to check GIAS next month.</p> <p>SN to send link for Ofsted training.</p>
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<p>5. (6:45)</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, S&W: T&L committee met last week – minutes deemed accurate. It was agreed that DW shared a very thorough headteacher report.</p> <p>P&F: Last meeting was in November. Question: could Sats week P&F change to an afternoon? Agreed for meeting to change to Monday 11th May in the afternoon – not Tuesday 12th AM. A link can be set up on Teams to join if needed.</p> <p>FGB meetings: No meeting on the 19th March now.</p> <p>Governors Day – 24th March PM. To include 1-3pm FGB meeting.</p> <p>DW asked – is there a governor who would like to come and monitor the administration of SATs? It is a good opportunity to see how the week is organised, how it is all arranged and how the students manage during this week. RC agreed to join on one of the mornings. Start by 9:10am.</p> <p>5 year plan has been updated.</p>	<p>SN to email everyone confirmed date and time for Governor’s day and FGB meeting.</p> <p>SN to update document and put on teams.</p>
<p>6. (6:55)</p>	<p>Head Teacher’s Report</p>	<p>DW shared at T&L last week.</p> <p>Overview shared for FGB:</p> <p>The academisation application has been submitted by RC.</p> <p>Assessment: DF is assessment lead. There has been a data drop today. Children have completed the headstart standardised assessments over the last two weeks. Year 6 have completed a previous SATs paper. DW explained that this will give a good indication of data projections for the end of the academic year.</p> <p>PP: There are currently 14 PP children at AHS. One child has recently joined. Reading is the strongest area for PP children which is positive. The weaker area is maths. DW explained that they are going to look at gaps for these children.</p>	

		<p>PP audit: This was completed earlier in the week. The LA came to visit AHS. They reviewed the PP plan, how the PP money is spent and questioned DF on the story of each child. Overall, they were happy with how everything was looking. There is a thorough plan which will meet the needs of these children. It was discussed that these children all have differing needs.</p> <p>Actions from the audit: To add PP to the agenda for each T&L and FGB meeting. Provision for PP children should extend to those who are disadvantaged children too. It was agreed that there will be an update on these children at each governor meeting too. DF is currently creating a profile for each class with the needs of the children clearly indicated. DW and DF explained information regarding school dependent children – these are the children who need additional support at school. DW and DF stated that the home learning club is attended regularly. They now need to track the other clubs that PP and disadvantaged children attend.</p> <p>Question - Is funding reviewed every 90 days? Discussion around funding. DW stated that this has moved from April to September to roll out.</p> <p>Attendance: Overall picture is that attendance is strong. PP attendance is below 90%. DW explained that two of these are on part time timetables currently. There are currently spaces in year 1.</p> <p>Question: FSM, is this the same as PP? DW explained that PP is an overarching term – children who are FSM now and those that were and are still eligible for the funding. DW explained that children may be eligible today for the funding but may not be in 90 days. The term disadvantaged is being used more widely now.</p> <p>Behaviour: One suspension this year. AHS keep logs for bullying, racist incidents and online safety.</p>	
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		<p>The well being team has another member of staff training to be an ELSA.</p> <p>DW explained that AHS want to get involved in the EYFS and Maths network with Leaf.</p> <p>The staff meeting regarding SDP updates has taken place. Ask J-AW to feedback.</p> <p>Demographics: DW explained that the school has been traditionally girl heavy. Now, the school is almost a 50/50 split. DW explained that AHS has fewer EAL, minority ethnic background and SEN support children compared to national. EHCPs is almost in line. FSM is below national.</p> <p>DW said that they have looked at how other schools promote places on social media.</p> <p>One child is starting in March in year 1.</p> <p>SG has been in to do safeguarding audit – fed back at T&L.</p> <p>DW explained that five children within the school are open to social services. This involves lots of check ins and communication with families as well as agency involvement.</p> <p>There are two children who are looked after – the LA are responsible for these children who are in foster care.</p> <p>SDP – reviewed recently in staff meeting.</p> <p>Pedagogy – DF DF explained that AHS are using the EEF research to inform their pedagogical approach - the 5 a day principles. This will ensure consistency between classrooms including the language being used. Staff have attended the inset on this. DF has attended Leaf training and is now completing coaching within school. DF explained that a lesson structure has been developed. Key factor is the basis of a shared language. This has been shared on teams in the T&L folder. DW explained that visualisers have been purchased for each class. Feedback from children and staff has been positive.</p> <p>School based nursery:</p>	<p>Ask J-AW to share feedback during next FGB.</p>
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		<p>T&L suggested that a working party is set up. This will be imperative for making decisions around things such as admissions. DW explained that governors will need to make decisions around how this should look. There needs to be a clear policy for admissions for example as AHS are anticipating a high volume of applicants for the spaces.</p> <p>Question: when will we get the go ahead? DF and DW stated that they should know in March or April.</p> <p>DW stated that DW, DF and TLP have researched many aspects regarding the nursery already. DW explained that for the premises works they would need to obtain quotes and would need a project manager for the build.</p> <p>Question: would Leaf help? Yes, Leaf are keen to support but AHS won't be officially with them at this point.</p> <p>DW shared that staffing will need setting up promptly and the financial aspects of having a nursery on site will need to be considered. DW explained that they have already starting to clear out the blue room as work can start in there whilst the children are still on site. DW stated that they would need to knock through walls when the children are off site. They want to eliminate the risk of not being ready for a September start. DW explained that everything will need to be removed from the reception classroom ahead of this. The EYFS teacher is going on maternity leave but has stated that she would like to come back in to help put the reception class back together.</p> <p>DW asked whether anyone would like to join the nursery working party. JN stated that she would like to be involved. JN asked whether we should ask those not at the meeting whether they would like to be involved.</p> <p>Question: are there members of staff that would like to be involved? DW said that AN would probably like to be involved.</p> <p>SEND: Fewer overall than national. This has increased over time. 10 ECHPS currently. 2 at second round. 1 more to apply.</p>	<p>SN to send email asking governors whether they would like to be involved in nursery working party.</p>
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		<p>DW explained that there is extra funding for high amounts of EHCPs. She explained that not all children with a diagnosis have an EHCP. The national picture is that percentages are rising.</p> <p>There is currently a demand for specialist SEN places. There do not appear to be enough places for children that need specialist provision. There are less spaces for infants.</p> <p>Staffing: The new caretaker has started and is very efficient. All new staff have settled well. DW stated that they will need to look at the temporary contracts later in the year. There is currently 1 member of staff on maternity leave. Another teacher is due to leave for maternity leave when they return. There are two live vacancies - one SEN TA and one lunchbreak supervisor.</p> <p>Staff meetings included on headteacher's report.</p>	
7. (7:15)	Update on Pupil Premium and Disadvantaged Pupils.	<p>Newly added to the agenda. Update at next meeting.</p>	
8. (7:20)	Leaf Update	<p>As above.</p> <p>DW stated that they were required to have an EIA. This was shared with FGB.</p> <p>DW noted that there will be a positive for SEN children – there are resource bases and lots of SEN expertise within the trust.</p> <p>Schools in the trust who have resources bases – Emersons Green and Blackhorse. Networking with these schools will be beneficial.</p> <p>Willow Park is also part of the trust and has a high level of children with EAL.</p> <p>Question: what is the next step? The DfE need to make their decision. Leaf need to complete an audit of the building. Nothing has been completed yet with the community centre. The biggest change will be for SBM. AHS already have access to lots of systems that Leaf use – such as Arbor. But for HR and finance, there will be</p>	

		<p>new systems for SBM to use. She has been attending the SBM network and has completed some training on some of these systems. DW highlighted the good support that she has received from Leaf.</p> <p>DW informed the governors that the admin team have been asked to work full time in the first few weeks in September to support SBM.</p> <p>Crossways have recently joined and will be able to support if needed.</p>	
<p>9. (7:25)</p>	<p>Nursery Application Update</p>	<p>As above.</p> <p>Question: when do you think you will need to begin recruitment?</p> <p>DW stated that once decision has been made, the recruitment process would need to begin. They would want the appointed member of staff to be involved in the set up and provision that will be put in place. They have considered the idea of a secondment from another nursery through Leaf – this could be a potential option. DW has spoken to RN and he has confirmed that he has some staff members in mind.</p> <p>Question: do WOOSC know?</p> <p>Yes, they were consulted beforehand.</p> <p>WOOSC offer care for reception to year 6 children.</p> <p>The nursery provision will be for preschool age children.</p> <p>DW stated that they have had contact with someone who has requested information about using the room in community centre for a nursery. DW explained to them that the school have started the application process. She stated that it would be good if another party could cater for children up to two years old. The AHS nursery would be for age three and above. DW explained that it would need to be a ‘pack it away’ nursery due to the space being used by other groups.</p> <p>Question: are you closer to deciding a name?</p> <p>There is a Little Gems in South Glos already. The proposal would be for it to be called Little Gems at AHS. It links nicely to the other classes as they are named after gems.</p> <p>Leaf nurseries are all ‘little...’</p>	
<p>10. (7:35)</p>	<p>Monitoring <i>To update the board on any monitoring activities</i></p>	<p>JN – PP</p> <p>LP – emailed English leader and PSHE leader for feedback.</p> <p>Summary for English:</p>	

		<p>Strategic priorities include early writing and transcription.</p> <p>Current trends – spelling remaining a persistent challenge. The school is currently monitoring the impact of the SSP and spelling scheme.</p> <p>Data – SATs analysis shows gaps in knowledge regarding apostrophes, word class and tense. This is now in daily retrieval practice.</p> <p>Monitoring – book looks have shown strong progress in handwriting. Staff are challenging spelling errors. Spelling is still a big focus.</p> <p>Pupil voice with years 1-3 regarding phonics and grammar. The English lead stated that the terminology use is consistent across key stages.</p> <p>LP asked whether there is anything she can do to help/support. The English lead requested that they meet to discuss SEND provision for English and how their good practice can be evolved further.</p> <p>DW explained that they use the essential spellings scheme. Year 5 spelling is good – they would have been the first year group to start the scheme. However, it is not consistent in all year groups. Spelling in 6 and 4 is weaker.</p> <p>PSHE:</p> <p>JIGSAW – this is the scheme that is used.</p> <p>Statutory compliance – RHSE has updated within the Jigsaw scheme which is going to be implemented soon, starting next term. This was decided at last staff meeting.</p> <p>Stat guidelines show that there have been some changes. Some of the content has moved year groups.</p> <p>Enrichment – there are school events that are linked to PSHE such as antibullying weeks focusing on the grow kindness initiative, children’s mental health week and road safety awareness throughout the year.</p> <p>Pupil conferencing has taken place with year 5 and 3.</p> <p>Year 5 had a strong grasp of empathy and understand the bullying terminology. They can use self-assessment tools within the scheme of learning.</p> <p>Area for development – they viewed racism as an historical issue rather than something that happens now. Action point for the subject leader has been considered regarding modern day racism.</p> <p>Year 2 showed strengths in their understanding of their definition of bullying and they have a</p>	
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		<p>healthy awareness of challenging gender stereotypes. It was noted that evidence in books is very picture heavy. Action – children to write a summary as a reflection.</p> <p>She feels well supported as the PSHE leader.</p> <p>TL stated that he needs to do the same for maths and so will contact KE.</p> <p>TL met with Tara regarding the data protection audit.</p> <p>AHS received a score of 70% which places them in the amber section.</p> <p>Data privacy notices was something that was highlighted. AHS have been sent through templates to update their privacy notices. There is a new one for job applicants. As job applicants supply lots of details, DW stated that this makes sense to have.</p> <p>TL explained that there is a need for a log for data breaches. This is now in place.</p> <p>TL discussed the visitor sign in screen and how it has been raised that anyone that has ever visited can have their names viewed when someone else is typing their name in.</p> <p>The templates for privacy notices have been reviewed and all seem fine.TL is going to speak to Tara to see how far she has got with the actions.</p> <p>GDPR walks are scheduled. SBM wants to aim to reach the 80% - green.</p> <p>TL confirmed that the business plan is not on website now.</p> <p>DW stated that there is an updated emergency response plan - this will be shared at the next P&F. Contact details of staff gets held by DW and TLP for emergency use. They need to add CoG and vice chair but again is kept confidential with DW and TLP.</p> <p>Question: does it have suppliers and service providers listed?</p> <p>Yes.</p> <p>The emergency plan has WOOSC, catering, clubs, cleaning company and staff listed.</p> <p>DW explained that the emergency plan has specific areas of crisis and refers to what would happen and what you need to do in this situation.</p>	
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		TL to have a look next time.	
11. (7:40)	Future Planning for School	As above.	
12. (7:45)	<p>Documentation/Policy Review</p> <ul style="list-style-type: none"> • Admissions Policy • Complaints policy • Exclusion policy • Safeguarding Policy. • Intimate Care Policy <p>From previous minutes:</p> <ul style="list-style-type: none"> • Teaching and Learning Policy. • Health, Safety and Wellbeing policy • Antibullying policy (went to T&L) • PSHE policy 	<p>Admissions Policy: DW changed the values. AHS will need two in September – one for school and one for nursery. Agreed by governors.</p> <p>Complaints: TL mentioned that schools have been receiving complaints that are AI generated. Question: have you received any? DW stated that it is possible AI may be being used in one example. If the school joins Leaf, AHS will follow their complaints policy. There will be many policies that will be Leaf central ones that AHS will adopt.</p> <p>Question: are you happy with the process? Do you keep a written record? A response is given in writing. DW stated that she keeps a record of what was said, what was investigated, the response and what parents can do it if they still aren't happy. Complaints can only refer to items from the previous 3 months. The policy is based on the original model. DW stated that the complaints should be considered no matter how the complaints come in to school. There was a discussion around whether something is a complaint or concern – parents are signposted to complaints policy. This is stipulated within the policy.</p> <p>Question: if you get verbal or telephone complaint how is it logged? DW explained that all complaints/concerns are logged on CPOMs. DW noted that there has been a change since Covid with a slight increase in the number of parental concerns being submitted.</p> <p>Policy agreed by governors.</p> <p>Exclusion: Discussion around the point in the policy regarding pupils who have been excluded not to be seen in a public place during the school day within school hours. It was noted that there are some grammatical errors – an instead of a. Pages 2 and 3. DW to edit.</p> <p>Question: if they were seen, what is the repercussion of this?</p>	

		<p>DW stated there would not be any serious repercussions in most cases.</p> <p>Discussion held around the part time timetables – it states what these are not for. Should it say what it is for? DW explained that there are two children on part time timetables as an extended transition into school. This would be hard to write into a policy as part time timetables are individualised.</p> <p>Agreed by governors.</p> <p>Safeguarding: This is the model policy from South Glos. Agreed by governors.</p> <p>Intimate care: This is a new policy from delegated services. AHS currently have two children in nappies. The process in place was added to the policy. Question: once you have a nursery here, will you need a separate policy? DW explained that they might not need a separate policy but this one would need to be reviewed and the nursery provision added.</p> <p>There was a discussion around changing units being a bigger risk for older children but that changing units would still be needed as part of nursery.</p> <p>Policy agreed.</p> <p>Antibullying – this went to T&L.</p> <ul style="list-style-type: none"> • Teaching and Learning Policy. • Health, Safety and Wellbeing policy (to go to P&F - on Teams) • Antibullying policy (went to T&L) • PSHE policy <p>The other policies need to roll over. The T&L policy will need to be rewritten with the new pedagogical approach. H&S policy has been uploaded to P&F section on teams ahead of next meeting.</p>	<p>Teaching and Learning Policy. Health, Safety and Wellbeing policy PSHE policy to take to next FGB.</p>
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13. (8:10)	Governor Admin <ul style="list-style-type: none"> • Mandatory training (as above) • Governor hub declarations. • Health and Safety Governor 	<p>Training – discussed above.</p> <p>Declarations – SN emailed for those who had not completed to add on.</p> <p>Health and Safety governor – TL to continue with this role. DW stated that there may be a network to join when with Leaf.</p>	
14. (8:15)	GDPR <i>Update given if required</i>	Discussed above.	
15. (8:20)	AOB <ul style="list-style-type: none"> • Phishing email – November 2025 	<p>Item to make everyone aware of potential for phishing emails. Schools are often targeted.</p> <p>HTPM – DW asked whether the HTPM could be on 27th Feb in the afternoon to review. RC and JN agreed. All to join online.</p>	
16. (8:25)	Date of next meeting	24 th March 1-3pm.	

Date:	
Signed:	

