



ALEXANDER HOSEA PRIMARY SCHOOL
'Roots to grow, wings to fly'

Full Governing Board Meeting Minutes

Thursday 15th September 2022, 7-9pm at School

Attendees:

Joanna Dent (CoG) – *Co-opted / Chair*
 Deb Williams (HT) – *Head Teacher*
 Nev Kingdom (NK) – *Parent / Vice-Chair*
 Kim Edgar (KE) – *Staff / SENCO*
 Yasmin Frampton (YF) - *Parent*
 Katy Hillier (KH) – *Parent / SEN Governor*
 Peter Lloyd (PL) – *Co-opted*

Apologies:

Sam Boulton (SB) – *Parent / EYFS Governor / Deputy Safeguarding Governor*
 Gareth Fielding (GF) – *LA Appointed*

Absent:

Tim Shrewsbury (TS) – *Co-opted*
 Tom Williams (TW) – *Co-opted / Safeguarding Governor*
 Trevor Lee (TL) - *Parent*
 Sally Windmill (SW) - *Associate*

Invitees:

Sarah Gregory (Clerk)
 Nick Gilbert (NG) - *Associate*

Ref	Item	Comments	Actions
1.	Welcomes and apologies	Welcomes were made by the CoG. Apologies were received and accepted from SB and GF. The meeting was quorate.	
2.	Declaration of Interests	There were no business or pecuniary declarations made for this meeting.	
3.	Minutes of previous meeting	The minutes from the FGB meeting on 6 th July 2022 were provided to the board prior to this evening. The minutes were unanimously accepted as a true and accurate record, and signed by the CoG during the meeting. Approved.	Clerk to file signed minutes
4.	Matter Arising from previous minutes	<i>Cost of TA time versus supply teachers:</i> Data unavailable. Closed. <i>Safer Recruitment Trained Governors:</i> Clerk informed the board that Governor Services had stated that although Associate Members could undertake training and provide advice, they would not count toward quorum for an interview panel. Ongoing. <i>Community Centre (CC) Representative:</i> Whilst TS remains absent the Community Centre community would like another governor representative. It was noted that the HT attends the Community Centre committee meetings and TS is due to return shortly. Closed.	Governors to consider undertaking SR training
5.	Ofsted Inspection: Maths Targets	Governors were provided with the school's Ofsted Inspection Report (from 2017) and the link to the new Ofsted Inspection Handbook prior to the meeting. HT informed the board that an Ofsted Inspection of the school is now likely to take place in the Summer term (2023). HT explained some of the aspects Ofsted are likely to want to see, including data, school work changes, parent view, upheld complaints, people mobility, and outcomes of any other inspection. Governors' attention was brought to the last Ofsted Inspection report, in particular the comments on Mathematics. HT explained to the board how the children's knowledge needs to be embedded before moving on.	

		<p>School bought into the Boolean scheme a few months after the inspection and school have focussed on reasoning and problem solving. HT reported that SLT are carrying out monitoring cycles every Tuesday. Liz Thomas (Maths Advisor) will be visiting school to provide advice and support. Governors felt it would be good to have an external view and were invited to join the end of the meeting to hear the information directly from the external advisor.</p> <p>Staff feel Maths is now very strong within the school and are delving deeper into the data to try to identify any trends.</p> <p>Q – A governor asked how long the children have been using Times Tables Rocks Stars (TTRS)? HT informed the committee that TTRS has been used since 2019. HT identified schools which had good fluency, and determined that Top Marks, Daily 10 and TTRS had made a great difference to those schools, so these were adopted. Boolean has been used with good effect in KS1. Other schemes such as I See Reasoning and White Rose are also used.</p> <p>HT also informed governors that they will be returning to using SIMS as it has proven difficult to calculate the percentages using Classroom Monitor. Children looking around two years behind are now tracked on paper.</p>	<p>Governors to attend meeting</p> <p>CoG & NK to meet with KE to discuss Mathematics provision</p>
6.	Head Teacher’s Report	<p>HT provided a verbal update during the meeting.</p> <p><i>Assessments:</i> HT reminded governors that Assessment Data has been previously provided to the T&L committee, and that there is no national data, so data is compared to 2019 national average. ISDR will be looked at by Ofsted but is not yet available.</p> <p><i>SEN Update:</i> The SEN register has been updated following the departure of Yr6. YrR has started but not yet developing. However, SW is doing the baseline already.</p> <p><i>Quality of Teaching:</i> Book Looks have not yet taken place.</p> <p><i>Attendance, Behaviour and Safety:</i> HT reported that there is new Attendance guidance; therefore a new attendance policy is needed (but not yet available from SGC). It was noted that the guidance states that school requires an “Attendance Champion”. This role has been taken on by Heidi Brooks (HB). There is also new Exclusions guidance which involves some major changes. It was noted that “Fixed Term Exclusions” are now called “Suspensions”.</p> <p>HT informed the board that, this term, one child has been suspended on two occasions. The child is now on the SEN register and the appropriate agencies are involved.</p> <p><i>Leadership & Management:</i> No changes.</p> <p><i>Staffing Updates:</i> Two members of staff are pregnant and school have advertised for maternity leave cover. The SBM is also departing (in early November). School are finding it difficult to recruit more SMSAs.</p> <p>The Teacher’s Standards document was provided to S&W governors during the meeting. Copies have also been given to teachers.</p> <p><i>Safeguarding:</i> HT reminded governors that the annual Safeguarding Audit has been completed and previously sent to governors. It was noted that</p>	

		the Safeguarding governor was absent from the process. SB has taken on the role of Deputy Safeguarding governor. HT will be meeting with the Safeguarding Advisor, and then action plans will be drawn up before being reviewed with the Safeguarding Governor.	
7.	SDP Review	<p>HT reported that, following advice from the CSP, there are now five areas. Most curriculum maps have been drafted. The assessment data is still being analysed.</p> <p>Governors expressed that they are aware that the SDP is a working document and requested a copy for the next meeting, noting that it may not be complete.</p> <p>HT invited governors to attend a staff training session about anxiety and zones of regulation on 2nd November, 3:45-5pm. KH and YF agreed to attend.</p> <p>HT mentioned that there is an objective to revisit the school's vision and values, which were put into place around 10 years ago. HT informed the board that the change would involve a substantial amount of work, including changes to documents and the school website.</p> <p>CoG reminded governors that the DfE has updated their guidance on "What Schools Must Publish Online". Governors were invited to go through the guidance to check the school website is compliant. HT informed the board that school have investigated alternative website providers but there is no great benefit in switching.</p> <p>HT reminded the board that the CSP would be happy to facilitate a further Monitoring session. Governors agreed another session would be beneficial.</p>	<p>HT to provide SDP for next FGB meeting</p> <p>Governors to attend staff training</p> <p>Governor to review school website</p> <p>HT to arrange session with CSP</p>
8.	Review of Governor Committees	<p><i>Roles and Responsibilities:</i> The CoG explained the Governing Board Annual Work Planner, which the governors were provided with prior to the meeting. It proposed how the Core functions and core features of governance could be spread over the year. It was noted that some items, which were previously covered by more than one committee (such as Pupil Premium), could now reside with one committee, thus reducing repetition and saving time. Governors present agreed the planner is logical and would be more efficient. It was felt it should be reviewed by each committee to ensure the responsibilities and policies are appropriate for that committee.</p> <p><i>Terms of Reference:</i> CoG explained how the change of responsibilities will result in the ToRs for each committee needing to be reviewed and updated.</p> <p><i>Policy Review Allocation:</i> The change of responsibilities will also result in each committee reviewing the policies for which they are responsible. The CoG and HT reviewed the list prior to the meeting.</p> <p><i>Safeguarding:</i> All Committees must regard safeguarding but each will look at specific aspects. Standing items will remain on the agendas.</p>	<p>Each committee to review their responsibility as per the planner</p> <p>Committees to review their ToRs</p> <p>Committees to review their Policy List</p>
9.	Monitoring	Prior to the meeting, the governors were provided with the CSP's Planning for Monitoring presentation, a model Governor Visit Policy, a blank Pre-visit form, and a Governor Monitoring Report.	

		<p>Governors felt the pre-visit form and monitoring report were useful tools. It was suggested that a Monitoring folder be added to the Governor Portal to store all Monitoring related forms and reports.</p> <p>CoG drew the governors focus to slide 8 of the CSP's presentation which divided the school year in Autumn, Spring, and Summer terms and then into weekly sections, where monitoring visits could be defined. Governors felt the planner would help the board and the school plan for the visits.</p> <p>CoG reminded governors of the Link Governors Handbook which defines link governor's roles and responsibilities, and also recommended the Governor Monitoring training course run by Governor Services.</p>	<p>Clerk to add new Monitoring section</p> <p>Monitoring Planner to be completed at next FGB</p>
10.	Governor Self-Assessment Audit	<i>Skills Audit:</i> All governors were asked to complete the NGA Skills Audit, as provided prior to the meeting. The CoG will collate and analyse the data.	All governors to complete Skills Audit
11.	Future Planning for School	<i>Academisation:</i> CoG reminded the board that they need to consider the future for the school and that although only in the initial stages, schools will have to come together in 2028/9. It was suggested that the pros and cons of the various options are explored, and then the board can express an opinion on what happens in the school's future. To be discussed further at the next meeting.	Clerk to add to next agenda
12.	Preparation for Ofsted	CoG suggested an additional meeting, possible facilitated by the CSP, Dave Smith, to discuss the Ofsted handbook and aspects of school with which Ofsted will be most interested.	HT to approach CSP to arrange a meeting
13.	Governor Admin	<p><i>Model of Conduct 2022:</i> The Code of Conduct was adopted by the FGB and signed by the CoG. All Governors agreed to faithfully abide by it. Approved.</p> <p><i>Annual Governor Declarations:</i> Governors present provided their completed Business and Pecuniary Interest forms to the Clerk, along with their annual declarations form. The Interests Register will be published on the school website.</p> <p><i>Committee Structure:</i> KH, as the SEN governor, requested to join the T&L committee, as T&L will now be responsible for SEN. The board agreed. The committee structure will be updated.</p> <p><i>Governor Vacancies:</i> Clerk informed the board of one Co-opted vacancy and one Parent governor vacancy. Also, that two more terms of office will end next term.</p> <p><i>Governor Training:</i> A governor recommended the Driving School Improvement course provided by Governor Services. Governors who have not attended recent Safeguarding and Prevent training were reminded to do so as soon as possible.</p> <p><i>Governor Annual Report to Parents:</i> Although not statutory, the CoG would like to provide parents and carers a report on the governing board and its achievements.</p> <p><i>Governor Development Plan:</i> CoG reminded governors that they are expected to have a plan of what the board wants to achieve over the year.</p>	<p>Clerk to file signed copy</p> <p>Clerk to obtain forms from absent governors</p> <p>Clerk to update and distribute</p> <p>Clerk to advertise vacancies</p> <p>Clerk to send reminders</p> <p>Committee Chairs to provide details to CoG</p> <p>Each committee to add to plan</p>

14.	Documentation/ Policy Review	<p><i>The EIA statement has been read and considered by the board for each policy provided.</i></p> <p><i>Complaints Policy:</i> There were no questions. Approved.</p> <p><i>School Improvement Policy:</i> SGC provided a model policy. HT reported that the CSP has yet to visit, but he will confirm the school's priority support level then.</p> <p><i>SEND Policy and Information Report:</i> Updated but not available prior to the meeting.</p> <p><i>Managing Medical Needs Policy:</i> Rolled over.</p>	<p>Clerk to minute Priority Level at next FGB</p> <p>KE to send to Clerk</p> <p>Clerk to add to next agenda</p>
15.	GDPR	It was noted that the GDPR trained School Business Manager (SBM) will be leaving the school, therefore another member of staff or their replacement will need to undertake GDPR training.	
16.	AOB	<p><i>Thursday Emails:</i> CoG drew the governors attention to the latest Thursday email regarding an item on "Understanding your Data – DfE Guide for Governors". Governors were advised to read the guidance and ensure the various aspects are reviewed and covered by the appropriate committee. CoG recommended that governors watch the Maintained Architecture Board Briefings recording, and attend the Statutory Duties in Relation to Exclusions course on 16th November.</p> <p><i>Interim T&L meeting:</i> CoG suggested an interim T&L meeting to discuss the assessment data, as the June meeting was cancelled and the next meeting is not until November.</p>	<p>Committees to ensure aspects are covered</p> <p>Clerk to email link to governors</p> <p>Clerk to arrange with T&L committee</p>
17.	Safeguarding & Prevent Quiz	Due to lack of time, the quiz will take place during the next meeting.	
16.	Date of next meeting	<p>Thursday 1st December 2022, 7-9pm, at School.</p> <p><u>Meeting Summary:</u></p> <ul style="list-style-type: none"> • Approval of Revised Budget • Review of Pupil Premium and Sports Premium • Head Teacher's Report (inc. analysis of SATs) • SDP Review <p><u>Policies & Documents to review at next meeting:</u></p> <ul style="list-style-type: none"> • Admissions Policy (following review by S&W) • Safeguarding & Child Protection Policy (following review by S&W) • Managing Medical Needs (following review by S&W) • SEND Policy and Information Report (following review by T&L) 	

To be signed at the next FGB meeting:

<p>Chair's Signature: <i>Minutes have been accepted as an accurate record of the meeting.</i></p>	
<p>Date:</p>	