



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

Full Governing Board Meeting Minutes

Thursday 19th May – 7-9pm at School

Attendees: Joanna Dent (CoG), Deb Williams (HT), Trev Lee (TL), Nev Kingdon (NK), Gareth Fielding (GF), Peter Lloyd (PL), Katy Hillier (KH), Tom Williams (TW), Kim Edgar (KE)

Invitees: Sarah Gregory (Clerk)

Apologies: Tim Shrewsbury (TS), Sally Windmill (SW)

Ref.	Item	Comments	Actions
1.	Welcomes and apologies	Welcomes were made and apologies accepted from TS and SW. The meeting was quorate.	
2.	Declaration of Interests	There were no business or pecuniary declarations made.	
3.	Minutes of previous meeting	FGB Minutes from 25 th March were accepted as a true and accurate record, and signed by the CoG.	Clerk to file signed minutes
4.	Matter Arising from last minutes	<p><i>Fire Alarm Replacement Panel:</i> HT reported that the project is still in progress and has been extended as loft hatches are required in the offices and classrooms. HT reassured the governors that the additional work will be funded by the LA. Governors noted that the work should be completed by this point, but additional work will be carried out during the first few weeks of the summer break, with the complete changeover to the new system in October. School are liaising with the Community Centre (CC) regarding work to be carried out in the shared areas. School have agreed that the Wickwar Out of School Club (WOOSC) can use the toilets in the school corridor when they do not have access to their own.</p> <p><i>Safeguarding Training:</i> Clerk has sent reminders of two training courses for governors who do not had recent training. School are planning in-house staff training for 2nd September, to which Governors are welcome to attend.</p> <p><i>Kitchen Manager:</i> HT informed the board that there have been teething problems with a trial manager from another school.</p> <p>Q – A governor asked about the quality of food and whether it has improved? HT reported that it had got better, particularly since being cooked back on site, but there needs to be further improvement. It was noted that it was census day and that school lost around £12.5K last year due to low uptake of meals.</p> <p>Q – A governor asked if school could insist all infant children take a free school meal on census day, like other schools? HT agreed that that is a possibility and children could bring a packed lunch if they wanted. HT confirmed that school will be contacting parents before the October census.</p> <p>Q – A governor asked if Integra Catering are fulfilling their contract? HT reported that they are meeting the necessary standards and as such are fulfilling their contract, however the quality could be improved. HT has raised concerns and things have been changed. The</p>	GF & HT to meet with CC committee next week

		<p>current kitchen manager will continue for the foreseeable future. School is looking into other options and will bring the details to governors. It was noted that 6-months' notice would be required to change provider.</p> <p>Q – A governor asked about a backup plan should the food be deemed unsuitable or of poor quality? HT stated that food is being cooked on site in the kitchen fully stocked with ingredients, so food could remade if necessary.</p> <p><i>Cleaner Vacancy:</i> Governors were reminded that one cleaner is on long term sick leave and were informed that a new cleaner started this week.</p> <p>Q – A governor asked if it is possible for school to sub-contract to another provider? HT expressed that they are not happy with the service provided by Direct Cleaning as they are charging for 6 hours, but only providing one cleaner for 3 hours. HT informed the board that they will be looking for other providers. SBM has been in contact with HR regarding the provision.</p> <p><i>Cost of TA time versus supply teachers:</i> Rolled over as there was no data available.</p>	<p>Clerk to add to next agenda</p>
<p>5.</p>	<p>Committee Reports</p>	<p><i>Premises and Finance (13/05/22):</i> GF gave an overview of the meeting including the ongoing Fire Alarm replacement work and the server room fan issue. Governors were informed that the school roof will need to be replaced in the future due to its poor design. The guttering also needs replacing and school are awaiting a quote to replace the roof of the outdoor classroom. HT informed the board that the trim trail will be fixed shortly.</p> <p>Q – A governor reported that during a pupil council meeting some children highlighted that there was a lack of shade in the playground, and asked if there was any plans to provide more? HT informed the board that the sail became damaged and was removed a number of years ago. It would be very costly to replace but there are a number of shaded areas in the wooded areas and in Tom's garden.</p> <p>GF reported that the budget for this year is quite positive and in surplus, despite a loss due to low uptake of school meals on census days and the EHCP banding process. HT reported that the SENCO has informed staff of the new EHCP banding process and what evidence is needed in the annual reviews to ensure the child's needs are very clear. It was noted that there are often delays due to difficulties getting agencies to visit the school.</p> <p>HT reported that there will be three new Pupil Premium (PP) children joining the school, raising the total to 20 children. School will not receive the additional funding until after the October census. HT and the SENCO will looking at the format for the PP report. The Sports Premium (SP) review document will be looked at by the new PE lead and HT.</p> <p>Q – A governor asked if the LA have discussed adding an additional class? HT believes Admissions will want to discuss that possibility with school in the Autumn, for the next year. School is oversubscribed for this year despite being a regionally low intake year.</p> <p>Q – A governor asked if the new reception class are all from Wickwar or from further afield? Almost all live in Wickwar. Some applications were offered Rangeworthy school instead. School have</p>	

		<p>waiting lists for a few year groups, including reception. It was noted that with new housing it is difficult to predict how many children will need spaces in coming years.</p> <p><i>Teaching and Learning (11/05/22):</i> TL gave an overview of the meeting, including the SEN funding banding process. During the meeting it was noted that there are only two Safer Recruitment trained governors on the board and others were invited to undertake training with the National College (NC).</p> <p>Governors were informed that the June T&L meeting will review the data for the year.</p> <p>Q – A governor asked if school felt the KS2 SATs were fair? HT expressed that there were fair and that staff have been pleased with how the children have dealt with them. The SATs results will be available on 8th July.</p> <p><i>Staffing and Welfare (08/02/22):</i> The minutes from this meeting were discussed at FGB meeting on 25th March. There were no further updates or questions.</p>	<p>Clerk to send NC Safer Recruitment training link to governors</p> <p>HT to bring all data and results to next FGB</p>
6.	Matter's Arising from other Committees	<p><i>Discussion and approval of 2022-23 Budget:</i> The Premises and Finance committee reviewed and discussed the 2022-23 budget on 13th May, and recommended it be approved by the FGB.</p> <p>The Budget was approved by the full governing board, and will be signed by the CoG and the Finance Chair.</p>	Clerk to inform SBM
7.	Head Teacher's Report	<p>The Head teacher's report was not provided prior to the meeting, so a verbal update was given.</p> <p><i>Achievement and Progress:</i> The Teaching and Learning committee were provided with the achievement data.</p> <p>Q – A governor asked if there was a way to compare the data to previous years? HT replied that it would be possible to compare the data to the National Data that came out in 2019. HT explained how the children's progress is tracked and reminded governors that the children more than two years behind have been moved to a separate system to ensure their progress is being more accurately tracked.</p> <p><i>Quality of Teaching:</i> HT informed the board that lesson observations and book looks have been carried out, and will be continued.</p> <p><i>Attendance:</i> HT reported that a number of families have taken longer holidays this year due to missed holidays and postponed marriages. Absence levels are expected to return to normal next year.</p> <p><i>Behaviour & Safety:</i> HT reported that there have been three exclusions for one child (on SEN register) who has moved to another school. In addition, one child (not on SEN register) had an exclusion and is now on the SEN register.</p> <p>Q – A governor asked how the exclusions affect the school? HT expressed that is it not a preferred option, but the decision made is always well informed. HT explained that the decision to exclude can be distressing for everyone involved and is a final resort when nothing else has worked. It was noted that there is a rise in reports of social and emotional needs across the region.</p>	HT to bring National Data to next T&L meeting

		<p><i>Leadership & Management:</i> As there is a new team of management, HT requested that a governor meets with HB. The SEN link governor has met with the SENCO.</p> <p>Q – A governor asked whether there is anything the governors can do to support the HT as they are very aware there has been a number of changes recently (with new staff, SLT, SBM, and caretaker)? HT expressed that the cluster of Heads provide support for each other very well. There is also the HT support service and HT meets with the link for confidential meetings. HT is aware that dedicated Headship time should be taken though is not always due to the workload.</p> <p>SGC are aware of the stressful and traumatic effects of COVID for staff and HT. There is a counselling service available for staff, plus the Thrive app. HT expressed that the new SLT team have been very supportive during HT absence (due to COVID and a foot injury).</p> <p><i>School Reports:</i> HT informed the board that the annual school reports have been edited following feedback from parents and to reduce work for teachers. The reports will still contain teacher’s comments and targets, and also results for relevant year groups. Parents will be informed of the changes prior to the release of the reports.</p>	HB to be invited to next T&L meeting
8.	Safeguarding	HT and CoG have met to discuss the Safeguarding Planner, and will meet again after the Half Term break to finalise it.	
9.	Governor Admin	<p><i>HT Duty of Care:</i> Governors were aware for their responsibility for duty of care of the HT, including helping to ensure the work-life balance is reviewed and maintained, and that dedicated Headship time is taken. HT expressed that if there is a model for the HT, then there should be one for the SLTs and staff, possibly a rolling program for staff to have some wellbeing time.</p> <p><i>Feedback from Governor Day activities</i></p> <p><i>Pupil Council:</i> Governors reported that the children had positive opinions about the school. They were impressed about how they talked about aspects of school life and what they enjoyed. The governors reported that the children felt that their PE skills had suffered the most due to COVID. HT informed the board that this would be looked into.</p> <p><i>Site Walk:</i> Governors reported that this was an interesting experience and was good to see the classrooms and environments in more detail.</p>	HT to discuss further with CoG
10.	Governor Training	<p><i>CSP Session (13th June):</i> Governors were reminded of the Monitoring session with the Challenge and Support Partner on 13th June at 5:30-7:30 at school.</p> <p><i>ELS Briefing:</i> CoG updated the board on an ELS briefing attended on 4th May, including how schools are going to need to link together. It was noted that the board will need to consider possible schools to link with and discuss the matter further. HT informed the board that the CSP will be able to provide guidance and support. Governors are aware that the choice needs to be well considered and well researched before a decision is made by this time next year.</p> <p>HT reported that school are being moderated for Yr6. HT and HB will</p>	

		be moderating books on 20 th May. School were moderated five years ago and there are no concerns.	
11.	Documentation/ Policy Review	None.	
12.	AOB	The Community Centre representative for the governing board is away for a number of months and so there was a request for a temporary representative. The SENCO (KE) has completed the Advanced Inter-Agency training is now a deputy DSL with SW.	Interested governors to contact GF
13.	Safeguarding & Prevent Quick Quiz	The CoG asked the governors a number of Safeguarding questions as part of a quick quiz to keep important aspects at the forefronts of the governors' minds.	
14.	Date of next meeting	Wednesday 6 th July, 7-9pm <u>Meeting Summary:</u> <ul style="list-style-type: none"> • Assessment data review • Election of CoG and Vice-CoG for 22/23 • Review of governor development plan • Review of Safeguarding Planner • Agreement of committee structure (inc. panels & link govs) • Confirm meeting dates for 22/23 <u>Policies to review at next meeting:</u> <ul style="list-style-type: none"> • Complaints Policy and Procedure Statement (to be reviewed by S&W prior to FGB ratification) • Managing Medical Needs Policy (to be reviewed by S&W prior to FGB ratification) • SEND policy and Information report (to be reviewed by T&L prior to FGB ratification) 	

To be signed at the next FGB meeting:

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