



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

**Full Governing Body Meeting Minutes**

**Wednesday 15<sup>th</sup> September 2021 7pm to 9pm - Online Meeting**

**Attendees:** Trevor Lee (Chair), Deb Williams (HT), Jo Dent (JD), Tim Shrewsbury (TS), Gareth Fielding (GF), Angela Moncrieff (AM), Suzy Spratt (SS), Sam Boulton (SB)

**Invitees:** Sarah Gregory (Clerk)

**Apologies:** Tom Williams (TW), Peter Lloyd (PL), Nev Kingdon (NK)

Ref	Item	Comments	Actions
1.	<b>Welcomes and apologies</b>	Welcomes were made and apologies were accepted from TW, PL, and NK.	
2.	<b>Declaration of Interests</b>	There were no business or pecuniary declarations made.	
3.	<b>Minutes of previous meeting</b>	FGB Minutes from 8 <sup>th</sup> July were accepted as an accurate record and will be signed electronically.	<b>Chair to sign minutes electronically</b>
4.	<b>Matter Arising from last minutes</b>	<p><i>Fire Alarm Replacement:</i> The project was due to take around four weeks and be completed over the summer holidays, but has been delayed until the October half term and Christmas break. The SBM is arranging to meet with the company prior to the work being carried out to arrange access and also to identify any potential problems for the return to school. HT has contacted the company directly regarding the time taking to complete the work but there has been no response.</p> <p><i>Caretaker Vacancy:</i> The caretaker was due to retire at the end of July but extended his stay until the end of September in the hope of appointing a new caretaker in that time. School have advertised the post in a number of different ways in all the local areas but as yet there have been no applicants. HT has spoken to caretakers of other schools and has discussed locking up every day with the key holder. Currently a TAs has been working alongside the caretaker and has temporarily taken on the unlocking, safety checks etc. for the mornings. There is no one to cover the afternoons. The application deadline is this Friday (17.09.21).</p> <p><i>National College Training:</i> All governors have now been given access to the National College training website. Governors were reminded that it is a valuable resource and that the training provided is extremely useful.</p> <p><i>Online safety session:</i> This was a very informative session and was attended by a number of AHS parents.</p>	
5.	<b>Committee Reports</b>  <i>Please see committee reports for full details</i>	<p><i>Premises &amp; Finance (18.06.21):</i> It was noted that this committee now only has four members. It is hoped that a new governor would be appointed soon. There have been no recent committee updates. HT informed the board that school is now again a SIFD (School in Financial Difficulty). Although the school is not in deficit it is felt that it is not confidently "in the black". The SBM and HT are due to meet with the Finance Officer in the first week in November to discuss options.</p> <p><i>Staffing &amp; Welfare (08.06.21):</i> No updates from the committee. HT</p>	

		<p>informed the board that it will be necessary to recruit staff due to forthcoming maternity leave for one staff member.</p> <p><i>Teaching &amp; Learning (30.06.21):</i> No updates from the committee.</p>	
6.	<b>Matter's Arising from Committees</b>	None.	
7.	<b>COVID-19 Risk Assessment</b>	<p>All the governors were provided with the latest COVID-19 RA. It was felt that it was clear, concise, and showed clear guidance.</p> <p>HT informed the board that school used guidance from the Government and the LA to update the RA. The CSET version of the RA was also viewed.</p> <p>The outbreak management plan is still outstanding. There is a model version which will be adapted.</p>	<b>HT to provide Outbreak Management Plan</b>
8.	<b>Head Teacher's Report</b>	<p>HT reported on the successful re-opening of school, with children now mixing in the playground and school assemblies (with a phased approach for Yr1s who have not experienced whole school assemblies, and Yr2s who have only experienced a few).</p> <p>Many classes are having music lessons and instrument tuition, with the remaining taking place after Christmas. School trips have been booked with more planned. School are planning Harvest at the church, which some children will have never experienced.</p> <p>Hybrid staff meetings are being held, where some staff are face-to-face and others joining virtually via Teams.</p> <p>Leaders have completed their sections of the SDP. This will be sent to governors when complete. The action plan sections will be of particular interest to the T&amp;L committee.</p> <p>SW has attended a number of webinars concerning the new EYFS curriculum. Subject leaders will also be given training. The governing body needs an EYFS Curriculum governor.</p> <p>Leaders now have new leadership roles for different subjects.</p> <p><b>Q – A governor asked about the thinking behind the change?</b> HT explained that they have had the same subject for a number of years and it was felt that it would be beneficial to change and learn a new subject.</p> <p><b>Q – A governor asked what challenges the teachers have faced?</b> There are now fewer hours for TAs, particularly in KS2. There was a TA in every class but the contracts ended last term. The SBM will be reviewing the finances with the view to determine if some maintenance items (e.g. painting, carpet replacement) can be put on hold in order to obtain additional hours for a TA.</p> <p><b>Q – A governor asked if any children in YrR or Yr1 require an EHCP?</b> There is one in Yr1 and possibly two in YrR, who will be supported, but funds will not be available until the EHCP comes into effect.</p> <p><i>Assessment Headline Data for Summer 2021:</i> All non-statutory data but school wanted to review it. It was noted that the data is for internal school use only; Ofsted will not want to view it, however will be interested to know how the data is being used.</p> <p>Governors discussed the data, including phonics results, plus reading, writing and maths for each class. It was noted that a number of new</p>	<p><b>SDP to be reviewed at next FGB</b></p> <p><b>CoG to discuss EYFS role with absent governors</b></p>

		<p>children joined Yr4 which may have affected their results, which could be looked at further. Yr3,5,6 are on target for reading.</p> <p><b>Q – A governor asked if teachers are setting appropriate targets?</b> HT informed the board that attainments are set from KS1 and doesn't take into account lockdowns, new children starting, children moving schools etc. The children's provision will be looked into to determine what they need to catch up prior to year 6.</p> <p><b>Q – A governor asked about the disparity between the two Yr2 classes? Are there any concerns? Will it be monitored?</b> HT has discussed this with the teacher and looked through the books. The teacher felt it presented a more accurate representation. HT will be looking at children in pupil progress meetings. Teachers are using classroom monitor and the data will be available to FGB after Christmas.</p> <p><b>Q – A governor asked if it is possible to see live data on Classroom Monitor?</b> It is possible to view the live data, as the teachers enter it. This is very useful for monitoring child progress.</p> <p><b>Q – A governor asked, regarding the wider curriculum, whether children will be assessed the same with teachers having been moved around? Will the next teacher be able to see that they have been assessed the same?</b> School are looking at various tools to make assessment the same across the whole school. Language Angels will now be used to assess French which will improve accuracy.</p> <p><b>Q – A governor asked whether the data could be provided after each data drop, as it would give governors a greater depth of understanding?</b> HT agreed that data could be brought to FGB after each data drop.</p>	
9.	<b>SDP Review</b>	To be brought to the next FGB meeting.	<b>To be reviewed at next FGB</b>
10.	<b>Governor Admin</b>	<p><i>Keeping Children Safe in Education (KCSiE):</i> Governors were reminded of importance of KCSiE, asked to read the document and sign the declaration form provided by the clerk. The governors were recently provided with a link to a National College training course which explains the document and key changes for this year.</p> <p><i>Model Code of Conduct:</i> Governors were asked to read the model code of conduct for governors for this academic year and sign the declaration form provided by the clerk.</p> <p><i>Pecuniary and Business Interest Declarations:</i> Governors were reminded to complete the form and return to the clerk.</p> <p><i>Policies Schedule:</i> Agreed.</p> <p><i>FGB Year Planner:</i> Agreed.</p> <p><i>Governor Vacancies/Recruitment:</i> There are currently three vacancies; two parent governors, one co-opted.</p> <p><i>HTPM:</i> This meeting will take place on 28<sup>th</sup> September. GF, JD and possibly TL will form the Appraisal Review Panel.</p> <p><i>Governor Visits:</i> No visits planned as yet. TS looked at 27<sup>th</sup> Sept to meet with the PE lead, which was delayed from last year.</p> <p><i>Link Governors:</i> Maths – JD, plus one vacancy English – TL, plus one vacancy</p>	<p><b>Governors to return completed declaration form to clerk</b></p> <p><b>CoG to sign the Code of Conduct</b></p> <p><b>Govs to return Interest Declarations form</b></p> <p><b>Clerk to arrange Parent Governor Election</b></p> <p><b>TS to meet with PE lead</b></p> <p><b>Clerk to send updated Governor List</b></p>

		<p>Body &amp; Mind (Science/PE/Music/SEN/Art) – TS, SB Wonderful World (His/Geo/Fre/PHSE/RE) – SS, plus one vacancy There is also a vacancy for an EYFS Curriculum Governor.</p> <p><i>Contact Details:</i> Governors were reminded to send any contact detail changes to the clerk.</p> <p><i>Governor Training:</i> The Safeguarding Governor will be attending training on 17<sup>th</sup> November. Governors were reminded that there are a range of courses available through the National College as well as Governor Services.</p>	<p><b>CoG to discuss Governor roles with absent governors</b></p>
11.	<b>Documentation/ Policy Review</b>	None.	
13.	<b>AOB</b>	Governors discussed the pros and cons of virtual versus face-to-face meetings. Committees may decide with their members which type of meeting best suits. It was agreed that the next FGB will be a hybrid meeting where governors may attend at school or through Teams.	
14.	<b>Date of next meeting</b>	<p>Thursday 25<sup>th</sup> November 2021 at 7pm (hybrid meeting)</p> <p>Policies to review at next meeting:</p> <ul style="list-style-type: none"> <li>• Staff Discipline Conduct and Grievance Policy</li> </ul>	

*To be signed at the next FGB meeting:*

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