



ALEXANDER HOSEA PRIMARY SCHOOL

'Roots to grow, wings to fly'

Full Governing Board Meeting Minutes

Thursday 21st September 2023, 7-9pm at School

Attendees:

Joanna Dent (JD/CoG) – Co-opted / Chair / Safeguarding Governor
 Deb Williams (HT) – Head Teacher
 Nev Kingdom (NK) – Parent / Vice-Chair
 Gareth Fielding (GF) – LA Appointed
 Jenny Narborough (JN) – Parent / SEN Governor
 Leanne Peachey (LP) – Parent
 Rob Crerar (RC) – Parent
 Dan Elias (DE) – Parent (Partial Attendance)
 Katy Hillier (KH) – Co-opted / EYFS Governor
 Tim Shrewsbury (TS) – Co-opted
 Peter Lloyd (PL) – Co-opted
 Sally Windmill (SW) – Deputy Head / Associate

Apologies:

Kim Edgar (KE) – Staff / SENCO
 Yasmin Frampton (YF) – Parent / Safeguarding Governor

Absent:

None

Invitees:

Sarah Gregory (Clerk)

Ref	Item	Comments	Actions
1.	Welcomes and apologies	<p>Welcomes were made by the Vice-Chair, as the CoG's term of office expired on 17th September 2023. Apologies were received and accepted from KE and YF. The meeting was quorate.</p> <p>Vice-Chair made the executive decision to bring forward item 10 on the agenda: Co-opted Governor Re-appointment. JD self-nominated as a Co-opted governor. The board unanimously voted to re-appointed JD as a Co-opted governor and to continue at CoG.</p> <p>Two of the new Parent Governors were welcomed to the board. Everyone introduced themselves.</p>	Clerk to inform Governor Services
2.	Declaration of Interests	There were no business or pecuniary declarations made for this meeting.	
3.	Minutes of previous meeting	<p>The minutes from the FGB meeting on 13th July 2023 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.</p> <p>Approved.</p>	Clerk to file signed minutes
4.	Matter Arising	<p><i>Safeguarding Meeting (YF & HT):</i> HT agreed to contact the new Safeguarding Governor to discuss Safeguarding at School.</p> <p>Ongoing.</p> <p><i>Pupil Premium (PP) and Sports Premium (SP) Reviews:</i> The SP Review was provided to the governors prior to the meeting. HT explained that Swimming data had been added and explained the data. HT reminded governors that all children should be able to swim 25m before leaving primary school and some PP children have attended external lessons paid through PP funds (usually when in Yr3).</p>	<p>HT to arrange with YF</p> <p>HT to provide PP review for</p>

		<p>The PP review is in process and will be ready for next week's Premises & Finance meeting. Closed.</p> <p><i>Premises External Site Walk (1-2 Gobs or Assoc & SBM):</i> Governors were reminded that volunteers are needed to complete a site walk with the HT & SBM (School Business Manager). The HT and SBM have completed a site walk but governors are needed to conduct one. Ongoing.</p> <p><i>Potential Associate Member:</i> HT explained that he is very busy at the moment but may be interested in joining sometime in the future. Closed.</p> <p><i>Online Safety Lead:</i> At a previous meeting it was noted that the HT is also the Online Safety Lead, but it was felt this would be a good role for another member of staff to take on. At the time of the meeting, the HT remained the Online Safety Lead and it was felt with would be considered internally at a later date. Closed.</p> <p><i>INSIGHT GDPR Agreement:</i> HT reported that this is ongoing. It was noted that the system is used by a number of other schools. Used by a number of schools. Ongoing.</p>	<p>P&F meeting</p> <p>Interested governors to contact HT or SBM</p> <p>HT to follow up with the SBM</p>
5.	Head Teacher's Report	<p>HT gave a verbal report to the governors.</p> <p>HT reported that the children are settling in well, with some classes now having waiting lists. There have not been many staff changes. Interviews for a maternity cover vacancy take place next week. HT invited a governor to join the interviews as the candidates are known to the school. In addition, there is a vacancy for a SEN TA to provide support for a child with a new EHCP (deadline next week). Q – A governor asked if there has been much interest in the SEN TA vacancy? HT informed the board that there has been one applicant.</p> <p><i>DE joined the meeting.</i></p> <p>HT reported that there were 227 on roll, of which 20 children are Pupil Premium (PP). HT felt there may be a few more in reception and parents were reminded how to apply through the school newsletter. The next census will be Thursday 5th October. The PP plan will be reviewed by the HT & SBM shortly. HT explained how the Wickwar Educational Fund (WEF) fund PP children's residential trips, however this will now to be reviewed annually due to the increase in PP children.</p> <p>HT continued to give the board an update on premises matters, including that the LA are aware that skylights need replacing but cannot be fixed until the roof is replaced. The junior boilers also need to be replaced. Engineers have been called out twice this term. HT informed the board that if the LA cannot fund their replacement, the use of Capital Devolved funds will need to be considered. Q – A governor asked whether school are aware of any RAAC concrete at school? HT reported that they have not been informed that school has any and none has been seen at school. To reduce the sound levels in the hall, school have requested quotes for sound reducing panelling. First quote received was around £7K for wall</p>	<p>CoG to attend interviews for mat. cover.</p>

		<p>panels and the SBM is trying to obtain more quotes, but most companies appear uninterested in quoting.</p> <p>A governor explained that the DfE have an initiative for updating schools, which may be used for the new boilers.</p>	DE to provide details to SBM
6.	SDP Review	<p>Governors were provided with the “School Development Plan: Main Priorities” PowerPoint presentation prior to this evening’s meeting.</p> <p>HT reminded governors that the CSP recommended four targets but one has rolled over (completed by Christmas). Ofsted set two targets:</p> <ul style="list-style-type: none"> • to embed the revised curriculum and develop the new assessment system • to improve communication with parents with SEN children <p>HT informed the board that the SENCO has already provided one SEN coffee morning (in July) to improve parent-school communication.</p> <p>Q – A governor asked if it was well supported by the parents? Only a few parents attended but there are plans to run more. There will also be more frequent consultations with parents.</p> <p>For the fourth target, HT explained that school are working with the LEAF MAT (which consists of 13 high performing schools in South Gloucs.) to find the best support, most forwarding thinking, performance driven group. School are still part of the Cotswold Alliance (with around 50 schools).</p> <p>HT explained that the DfE are bringing in a new system in January with more focus on families having support from a family support worker. The DfE feel that nationally schools are still struggling with attendance and those with SEN needs, but also the effects of COVID and the cost of living crisis. The new system is expected to be very helpful to families but also to schools.</p> <p>Q – A governor asked how many families from school would benefit? School expect there will be two families who would benefit.</p> <p>Governors were asked to review the SDP and decide which areas they would like monitor. Link roles will be assigned at the next FGB meeting.</p>	Clerk to add to next agenda
7.	Asset Management Plan (5y)	<p>Governors were provided with the Five Year Plan (2023-2028) and also the tree felling schedule costs prior to the meeting.</p> <p>GF explained that the plan is an aspirational list which depends hugely on funding. HT explained that school attempt to update sections at time where possible. Some items are completed by the caretaker to help reduce costs. Governors noted that the building is now ~30 years old.</p> <p>School have been granted a £12K eco grant which school may be able to use to fund the replacement panel for the boiler.</p> <p>HT explained that some items listed are a result of the Fire Risk Assessment (RA). For example, some doors do not meet when closed leaving a gap, and some need automatic door closures for when the fire alarm is triggered.</p> <p>HT explained that there are ~40 Ash trees which need to be felled. The grounds company, CPS, have provided school with a five year plan, which will be reviewed annually. CPS will also be provided replacement saplings.</p>	

		Governors also briefly discussed the grant from Avon and Somerset police to repaint the roundabout and erect a new visual barrier near the Reception year entrance.	
8.	Monitoring	No monitoring has taken place since last meeting. Governors were reminded to book visits with HT.	HT to arrange school tour for the new governors
9.	Future Planning for School	Previously discussed. See item 6. <i>DE left the meeting.</i>	
10.	Governor Admin	<p><i>Co-Opted Governor Re-appointment:</i> See item 1.</p> <p><i>New Parent Governors:</i> LP agreed to join T&L. RC agreed to join P&F. JN agreed to shadow S&W for the time being.</p> <p><i>T&L Chair Vacancy:</i> JN & NK agreed to Co-Chair the committee.</p> <p><i>Model Code of Conduct:</i> Signed by the CoG during the meeting.</p> <p><i>Governor Annual Declarations:</i> Many governors submitted their annual declarations.</p> <p><i>Declaration of Interests:</i> Many governors submitted their annual declarations.</p> <p><i>Committee Structure and Membership:</i> Governors agreed to review the link governor roles at the next meeting. It was noted that there should be a Music Link Governor.</p> <p><i>Meeting Dates Calendar 23/24:</i> It was noted that the Governor Day date was incorrect.</p> <p><i>Governor Vacancies:</i> Clerk reminded the GB that there is currently one Co-opted governor vacancy. HT offered to ask members of the LEAF to see if anyone interested.</p> <p><i>Governor Training:</i> Governors were reminded to check Integra's Thursday email for upcoming training courses which can be booked through the Governor Hub website. The new parent governors were reminded about the New Governor Induction sessions, Safeguarding training and Prevent training.</p>	<p>CoG to agree committee position with DE</p> <p>Clerk to follow up any missing</p> <p>Clerk to follow up any missing</p> <p>Add link governors to next agenda (inc. music)</p> <p>Clerk to update Gov Day date and resend</p> <p>HT to ask LEAF members</p>
11.	Documentation/ Policy Review	<p><i>The EIA statement has been read and considered by the board for each policy provided.</i> The approved policies were provided to board prior to the meeting.</p> <p><i>Accessibility Plan 2023-2026:</i> There were no questions. Approved.</p> <p><i>Child Protection Policy:</i> HT informed the board that this is a model policy from the South-West Child Protection board. Approved following the addition of the name of the new Safeguarding Governor. Approved.</p> <p><i>Staff Code of Conduct:</i> Based on a model policy. Approved.</p>	HT to add YF as Safeguarding Governor

		<p><i>Staff Grievance Policy</i>: Based on a model policy. Approved.</p> <p>The following policies were not available for the meeting:</p> <ul style="list-style-type: none"> • Supporting Pupils with Medical Needs Policy (previous Managing Medical Needs Policy) • Children With Health Needs Who Cannot Attend School Policy (New Policy) • Staff Wellbeing Policy • Safe Handling and Use of Reasonable Force Policy • Whistle–blowing Policy 	Clerk to add policies to the next agenda
12.	GDPR	HT reported that staff have been reminded during the recent safeguarding update about GDPR matters, and were reminded that “Safeguarding trumps GDPR”. A new member of staff has also been reminded that the white-bag is for confidential papers.	
13.	AOB	<p><i>HT Performance Management Review</i>: HT reminded governors that the HTPM took place yesterday (20th Sept 2023).</p> <p><i>Arts Funding</i>: Governors briefly discussed that arts funding has been cut. It was noted that the Friends of the School have helped to fund some school activities. To be discussed further at the next Teaching & Learning meeting.</p>	Clerk to add to next T&L agenda
14.	Safeguarding & Prevent Quiz	A quiz was not available for this evening’s meeting.	
15.	Date of next meeting	<p>Thursday 23rd November 2023, 7-9pm, at School.</p> <p><u>Meeting Summary:</u></p> <ul style="list-style-type: none"> • Headteacher’s Report • Review Performance Data • Approval of Revised Budget • SDP Updates <p><u>Policies & Documents to review at next meeting:</u></p> <ul style="list-style-type: none"> • Supporting Pupils with Medical Needs Policy (previous Managing Medical Needs Policy) • Children With Health Needs Who Cannot Attend School Policy (New Policy) • Staff Wellbeing Policy • Safe Handling and Use of Reasonable Force Policy • Whistle–blowing Policy • Data Protection Policy, Data Protection Impact Statement and GDPR • Governor Allowances Policy • Pay Policy • Special Education Needs and Disability Policy • SEND Information Report 	

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:	