



ALEXANDER HOSEA PRIMARY SCHOOL

'Roots to grow, wings to fly'

Full Governing Board Meeting Minutes

Thursday 18th May 2023, 7-9pm - Hybrid Meeting

Attendees:

Joanna Dent (CoG) – Co-opted / Chair
Deb Williams (HT) – Head Teacher
Kim Edgar (KE) – Staff / SENCO
Katy Hillier (KH) – Parent / SEN Governor
Peter Lloyd (PL) – Co-opted
Tim Shrewsbury (TS) – Co-opted
Trevor Lee (TL) - Parent
Jenny Narborough (JN) – Parent
Sally Windmill (SW) - Associate

Apologies:

Nev Kingdom (NK) – Parent / Vice-Chair
Sam Boulton (SB) – Parent / EYFS Governor / Safeguarding Governor
Gareth Fielding (GF) – LA Appointed
Yasmin Frampton (YF) – Parent

Absent:

None

Invitees:

Sarah Gregory (Clerk)

Ref	Item	Comments	Actions
1.	Welcomes and apologies	Welcomes were made by the CoG and the board was introduced to the new Parent Governor, JN. Apologies were received and accepted from NK, SB, GF and YF. 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 23 rd March 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. Approved.	Clerk to file signed minutes
4.	Matter Arising from previous minutes	<i>Potential Associate Member:</i> The board was previously approached by someone interested in becoming a Co-opted Governor. Then upon further reflection felt he was unable to commit the time necessary. HT has not yet had chance to discuss with him the possibility of becoming an associate member. Ongoing. <i>Class Structure (Bulge Year):</i> HT reminded governors that the options were provided at the last meeting and that the classing structure of the bulge year will be reviewed annually. HT informed the board that they are currently 40 children in Yr4, who have always been separated into two classes, with some afternoons taught jointly, when appropriate. It was noted that it had been possible to avoid paying for supply teachers by teaching the classes together on occasion. There are also friendship groups across both classes. Governors reviewed the options prior to the meeting and agreed that it is in the children's best interest to continue the classing structure as it currently stands. Approved. <i>Safeguarding Training for HT:</i> HT completed Safeguarding Training in April. Closed.	HT to discuss the option further Classing Structure to be reviewed annually

5.	Committee Reports	<p><i>Teaching & Learning (10th May):</i> The Chair gave a brief overview of the meeting, including that the committee will be reviewing the data at their next meeting. HT informed the board the SATS results are expected on 11th July (later than usual).</p> <p><i>Premises & Finance (4th May):</i> There were no questions.</p> <p><i>Staffing & Welfare (8th February):</i> There were no updates or questions.</p>	
6.	Matter's Arising from other Committees	<p><i>Safeguard Audit Report:</i> The audit was provided to the governors prior to this evening's meeting. HT informed the board that it was completed at the beginning of May. Following SB stepping down as Safeguarding governor, the CoG has (temporarily) taken on the role, and therefore is due to meet with the HT.</p> <p>School feels that the curriculum for Safeguarding is very strong through using the Jigsaw program.</p> <p>HT informed the board that they have discussed, with Lynda Cordukes, the possibility of running the audit more frequently as it can be difficult to remember specific details for each child.</p> <p>Governors noted that the HT is the lead for Safeguarding and also for Online Safety, and discussed whether another member of staff could take on Online Safety.</p> <p>HT informed the board that last week a police officer gave an online safety talk to parents, and also discussed the topic, including ransomware targeting, with staff during a staff meeting. Staff found the talk very helpful.</p> <p><i>Approval of Budget (2023/24):</i> Governors were provided with the budget details and summary prior to the meeting. It was noted that the Financial Officer (FO) had stated that the school is in a good financial position compared to other South Gloucestershire schools. The Premises & Finance (P&F) committee recommended the approval of the budget for next year, following their review on 4th May.</p> <p>The board unanimously approved the budget for 2023-2024. The CoG and PL (representing the P&F committee) signed the printed copy of the budget.</p> <p><i>EIA Statement Reminder:</i> HT reminded the board that the EIA statement featured at the top of each school policy is to be read and considered whilst reviewing the policies.</p>	<p>CoG and HT to arrange meeting to discuss Safeguarding</p> <p>HT to consider another staff member for Online Safety</p> <p>Signed Budget to be returned to the SBM</p>
7.	Head Teacher's Report	<p>HT provided a verbal report at the meeting.</p> <p>HT informed the board that the KS2 SATS have been completed. The CoG observed the process, including witnessing how the papers had been stored and that any information on the walls had been covered. KS1 SATS will continue next week.</p> <p>School will be moderated for Yr2. KE, SW and Yr2 teacher are due to have a session next week. It was noted that school was moderated for Yr6 last year.</p> <p>Governors were reminded that KS1 SATS will not take place next year, but schools may be advised to run the test anyway.</p>	
8.	Monitoring	<p>No monitoring has taken place since Governor's Day in March. CoG gave a brief overview of monitoring and how it can be carried out in school.</p>	
9.	Preparation for	<p><i>WhatsApp Group:</i> All governors present gave their approval for the clerk</p>	Clerk to set up

	Ofsted	to use their mobile numbers to set up a WhatsApp group in preparation for an Ofsted Inspection. <i>Visit from St. John's Mead Governing Board:</i> Not yet organised. HT mentioned that St Michaels's have also recently been had an Ofsted inspection, and their HT will be attending the next Head's meeting.	group and contact those absent HT to talk to the HTs at next Head's meeting
10.	Future Planning for School	HT informed the board that they have been contacted by a LEAF representative. LEAF have sent a free, no commitment partnership offer which would provide access to support and information. HT mentioned the offer of various network meetings which may be of interest to the school. HT reminded governors that at least 15 high performance schools are part of LEAF and that many of those schools' HTs are also Ofsted Inspectors. It was noted that by joining LEAF school would continue to receive support from our current Challenge and Support Partner (CSP).	HT to feedback at next meeting
11.	Governor Self-Assessment Audit	CoG reported that the analysis had been completed though one or two governors may not have completed their forms. Most categories scored at least 2, with many scoring 3s or 4s. Governors felt that as there are due to be some changes in board members over the next couple of months, it would be worth re-running the self-assessments again in September. It was noted that it may be worth looking into some of the lower level items at some point, if appropriate.	Clerk to distribute results Clerk to add to September agenda
12.	Governor Admin	<i>Board Vacancies:</i> Clerk reminded governors that there are currently vacancies for two Co-opted governors, and from 14 th June one Parent governor vacancy. HT offered to ask other HTs at the Heads meeting if any would like to become a Co-opted governor. <i>Governor Hub Access:</i> Clerk thanked governors for successfully logging into Governor Hub. One governor's login is outstanding and was reminded. <i>Governor Training:</i> TL recently undertook Safer-recruitment through work (Secondary School). CoG requested that a governor attend the ELS Briefing on Wednesday 7 th June (online) as it covers MATS. <i>EYFS Governor Vacancy:</i> Clerk reminded governors that the current EYFS Governor will be leaving the board in June. CoG agreed to act as EYFS Governor until another governor is available to take on the role.	Clerk to check timescales regarding a Parent Gov election in June Governor to attend ELS Briefing
13.	Documentation/ Policy Review	<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. <i>Allegation Against Staff Policy:</i> Based on SGC model. Approved. <i>Uniform Policy:</i> Minor updates completed. Approved. <i>Supporting Pupils with Medical Needs Policy:</i> In progress. Rolled over. <i>Children with Health Needs Who Cannot Attend School Policy:</i> In progress. Rolled over. <i>Antibullying Policy:</i> Approved.	Clerk to add two policies to next agenda
14.	GDPR	HT reminded the board that during the recent staff meeting they were reminded about password protection and ensuring that their passwords were not shared and are difficult to guess.	

		<p>Governors noted that the transfer to the ScoPay system went very smoothly and caused no issues.</p> <p>Staff also noted that the children have awareness of GDPR, commenting on how something showing their name should not be put in the bin.</p>	
15.	AOB	<p>HT informed the board that they have been invited to join the South Gloucestershire Innovation Steering Group, and will attending the meeting next week.</p> <p>HT invited governors to join the curriculum team feedback meeting in July, as it a good way for governor to gain information. The CoG will be attending.</p> <p>HT expressed that the Freedom of Information Act template needs to be completed for the school but doesn't have all the information.</p> <p>CoG mentioned an item on the Thursday email regarding the "Circle Model", which discusses the idea of moving away from committees (i.e. only hold FGB meetings). It would mean fewer meetings for the HT and all committee level information would be seen by all. One disadvantage would be that meetings would be longer.</p> <p>The Staffing and Welfare committee re-arranged their next meeting to Wednesday 14th June at 9:15am.</p>	<p>Governors to contact HT if interested in attending</p> <p>HT to discuss with GDPR Officer. Clerk to ask Gov Services</p> <p>Governors to read Circle Model document</p> <p>Clerk to update meeting schedule</p>
16.	Safeguarding & Prevent Quiz	Chair asked a number of safeguarding questions which the board correctly answered.	
17.	Date of next meeting	<p>Thursday 13th July 2023, 7-9pm, at School.</p> <p><u>Meeting Summary:</u></p> <ul style="list-style-type: none"> • Head Teacher's Report • Final Assessment Data • Review of committee structure • Calendar of Meeting Dates 2023/24 <p><u>Policies & Documents to review at next meeting:</u></p> <ul style="list-style-type: none"> • Supporting Pupils with Medical Needs (following review by S&W) • Children with Health Needs that Cannot Attend School (following review by S&W) • Whistle Blowing Policy (following review by S&W) 	

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:	