



# ALEXANDER HOSEA PRIMARY SCHOOL

*'Roots to grow, wings to fly'*

## Full Governing Board Meeting Minutes

Thursday 23<sup>rd</sup> November 2023, 7-9pm at School

### Attendees:

Deb Williams (HT) – Head Teacher  
 Nev Kingdon (NK) – Parent / Vice-Chair  
 Kim Edgar (KE) – Staff / SENCO  
 Gareth Fielding (GF) – LA Appointed  
 Jenny Narborough (JN) – Parent / SEN Governor  
 Leanne Peachey (LP) – Parent / PHSE Governor  
 Katy Hillier (KH) – Co-opted / EYFS Governor  
 Peter Lloyd (PL) – Co-opted  
 Sally Windmill (SW) – Deputy Head / Associate  
 Rob Crerar (RC) – Parent

### Apologies:

Joanna Dent (JD/CoG) – Co-opted / Chair / Safeguarding Governor  
 Yasmin Frampton (YF) – Parent / Safeguarding Governor  
 Dan Elias (DE) - Parent  
 Tim Shrewsbury (TS) – Co-opted

### Absent:

None

### Invitees:

Sarah Gregory (Clerk)

Ref	Item	Comments	Actions
1.	<b>Welcomes and apologies</b>	Welcomes were made by the Vice-Chair and apologies accepted from the CoG, YF, DE and TS. The meeting was quorate.	
2.	<b>Declaration of Interests</b>	There were no business or pecuniary declarations made for this meeting.	
3.	<b>Minutes of previous meeting</b>	The minutes from the FGB meeting on 21 <sup>st</sup> September 2023 were provided to the board prior to this evening. One minor error in the attendance list regarding partial attendance will be updated. The minutes were unanimously accepted as a true and accurate record, and signed by the Vice-CoG during the meeting. <b>Approved.</b>	<b>Clerk to file signed minutes</b>
4.	<b>Matter Arising</b>	<i>Safeguarding Meeting (YF &amp; HT):</i> HT and YF have not yet been able to meet to discuss Safeguarding at school. <b>Ongoing.</b>  <i>Premises External Site Walk:</i> Governors felt this item should be addressed by the Premises & Finance committee. <b>Removed.</b>  <i>INSIGHT GDPR Agreement:</i> HT reported that the Data Protection Impact Assessment is being worked on by the SBM, working with another school. <b>Ongoing.</b>	<b>HT and YF to arrange meeting</b>  <b>Clerk to ensure item on P&amp;F agenda</b>
5.	<b>Committee Reports</b>	Governors were provided with the latest committee reports prior to the meeting.  <i>Teaching &amp; Learning (15.11.23):</i> JN gave a brief overview of the meeting and items discussed, including the Headstart data and how it will be used going forward. Governors noted that the SENCO has a good overview of SEN matters at schools. There were no questions.  <i>Premises &amp; Finance (15.11.23):</i> GF explained that as the school was built	

		<p>in 1992, there are a number of premises items which are now being discussed by the P&amp;F committee. GF gave updates on the boiler, roofing work, and the skylight replacement plan. Governors discussed the potential disruption to school from roof/skylight work commencing on the 4<sup>th</sup> December. HT explained that the duration of the project will depend on the weather.</p> <p>Governors noted that there were now 230 on roll.</p> <p>Governors discussed the Acoustic Panels project and that despite contacting a number of businesses over the past few months, the SBM has only received one quote (many businesses were unwilling to quote for work).</p> <p><b>Q – A governor asked about the budget for the panels?</b> GF explained that the budget is balanced for this year and that there will be a carryover for next year. The panels would not make a huge difference to the budget. HT reminded the governors for the reasoning behind adding the panels to the hall.</p> <p><b>Q – A governors asked if the quote provided includes everything, or will further funding be needed?</b> HT explained the quote is for the essential part for school needed. Additional panels can be added in the future if necessary but would not be part of the contract.</p> <p><b>GF proposed and the FGB approved the single quote for the acoustic panels, in the knowledge that the SBM has exhausted all other options.</b></p> <p><b>The Premises and Finance committee recommended the approval of the revised budget.</b></p> <p><b>The Revised Budget was approved, unanimously, by the full governing board.</b></p> <p><i>Staffing &amp; Welfare (11.10.23):</i> There were no questions.</p>	<p><b>The Vice-CoG signed the paper copy of the revised budget</b></p>
6.	<b>Matters Arising from other Committees</b>	<p><i>Approval of the Revised Budget:</i> See previous item.</p> <p><i>Acoustic Panels – single quote approval:</i> See previous item.</p> <p><i>Pay Panel Meeting:</i> Unfortunately the Pay Panel meeting had not yet taken place. It was rescheduled for early next week.</p>	<p><b>Pay Panel to meet next week</b></p>
7.	<b>Head Teacher’s Report</b>	<p>HT provided a verbal report at the meeting.</p> <p>HT suggested that the Assessments, SEN, and Achievement &amp; Progress items be removed from the FGB HT’s report as they are covered by the Teaching and Learning committee.</p> <p>The INSIGHT data was explained to governors and how it is used by the staff. HT offered to send the demographic data to the governors. Governors found the data to be very interesting, particularly when comparing data to the national. HT explained that the SENCO is looking into potentially using INSIGHT for provision mapping. Governors noted that the software team are happy to make “tweaks” as requested. Governors discussed the possibility of using INSIGHT’s Parent Reports (mid-year), prior to parent’s evening.</p> <p>HT explained that all statutory data all has been entered, though there were no Yr2 SATs data for current Yr6s.</p> <p><b>Q – A governor asked if there was any COVID catch-up activities still</b></p>	<p><b>Clerk to remove items for next agenda</b></p>

		<p><b>going on?</b> HT explained that the outgoing Yr6 were most affected. There are some social areas where there are still gaps. Many schools have SEMH needs, but it is less at school.</p> <p>Governors were surprised by how many children had achieved end of year standard when at the beginning of year.</p> <p>HT informed that governors that LEAF have provided an array of free resources for the school, plus access to sessions with inspiring leaders from 13 outstanding schools. SENCO information will be sent to the SENCO soon.</p> <p>HT gave a brief staffing update, including one staff member who will be starting maternity leave tomorrow, with cover until Christmas when one will be returning from maternity leave. Adverts for SMSAs (lunchtime supervisors) and a Sports TA have been placed.</p>	
8.	<b>School Values</b>	<p>HT informed the governors that, as per the Ofsted Report, school are looking to update their school values. The SLT compiled a list of around 80 values, of which 24 were selected and discussed with Staff during the November inset day. The short list of potential values was then discussed with Parent Council at their last meeting, and can be found at the end of their meeting minutes. Parents will also be consulted. HT explained that having six values will mean one could be selected each term, but there needs to be thought into having a right value at the right time of year.</p> <p>HT informed the committee that the six will be chosen by Christmas, with plans to have an interesting launch in January/February. The vision statement will be looked at later in the year. HT explained that Staff very keen and excited for the change. There may also be a change to the logo at some point.</p>	
9.	<b>Monitoring</b>	<p>No monitoring has taken place since the last meeting. HT explained that the CSP has previously provided a monitoring session and suggested that the CoG could provide an update for the governors. HT also mentioned that the CSP may be happy to provide another session.</p>	<b>HT to discuss with CoG</b>
10.	<b>Future Planning for School</b>	<p>HT explained that school would like to carry out a year with LEAF to see what they have to offer. Other MATS would need to be looked into for comparison. Governors were reminded that the CoG, DHT and HT carried out three visits before choosing to look at LEAF further. Governors noted that LEAF is only for primary schools (no secondaries).</p> <p><b>Q – A governor asked if the CSP would be able to help looking into the pros and cons, maybe on governors day?</b> HT happy to talk to the CSP.</p>	<b>HT to contact CSP</b>
11.	<b>Governor Link Roles</b>	<p>LP agreed to take the PHSE Governor role. Additional governors were assigned to link role vacancies.</p>	<b>Clerk to distribute updated Committee Grid</b>
12.	<b>Governor Admin</b>	<p><i>Governor Annual Declarations Reminder:</i> Clerk reminded governors of outstanding declarations.</p> <p><i>Vacancies:</i> Clerk reminded the board that there is currently one vacancy for a Co-opted governor.</p>	<p><b>Clerk to remind absent governors</b></p> <p><b>Clerk to investigate other advertising avenues</b></p>

		<p><i>Governor Training:</i> JN expressed being unable to access the National College.</p> <p><i>Change of FGB Meeting Day:</i> DE expressed, prior to the meeting, that they are unable to attend meetings on Tuesday, Wednesday or Thursday evenings due to work constraints. HT and some other governors are unable to attend meetings on Monday or Friday evenings.</p>	<p><b>Clerk to investigate</b></p> <p><b>Clerk to discuss options with DE</b></p>
13.	<b>Documentation/ Policy Review</b>	<p><b><i>The EIA statement has been read and considered by the board for each policy provided.</i></b> The approved policies were provided to board prior to the meeting.</p> <p><i>Children With Health Needs Who Cannot Attend School Policy (New Policy):</i> HT obtained the basis for the policy from another school. Governors discussed the new policy. <b>Approved.</b></p> <p><i>Staff Wellbeing Policy:</i> Only minor changes made, including adding vaping to smoking. <b>Approved.</b></p> <p><i>Safe Handling and Use of Reasonable Force Policy:</i> No changes. <b>Approved.</b></p> <p><i>Whistle Blowing Policy:</i> Based on SGC model policy. <b>Approved.</b></p> <p><i>Pay Policy:</i> Pay scales updated so in line with this year. <b>Approved.</b></p> <p><i>SEND Policy and SEND Information Report:</i> Only minor changes made, including added clarification for the types of needs. <b>Approved.</b></p> <p><i>Supporting Pupils with Medical Needs Policy (previous Managing Medical Needs Policy):</i> To be updated. <b>Rolled over.</b></p>	
14.	<b>GDPR</b>	<p><i>Confidential Waste:</i> A locked confidential waste bin is now in use, instead of the open bag in the office. When full, sacks are sealed and stored securely until collected.</p>	
15.	<b>AOB</b>	None.	
14.	<b>Safeguarding &amp; Prevent Quiz</b>	The HT is the Designated Safeguarding Lead. The Deputy Safeguarding leads are SW and KE. One of the three will always be contactable.	
15.	<b>Date of next meeting</b>	<p>Thursday 1<sup>st</sup> February 2023, 7-9pm, at School.</p> <p><u>Meeting Summary:</u></p> <ul style="list-style-type: none"> <li>• Headteacher's Report</li> <li>• CoG to sign off SFVS by 31<sup>st</sup> March</li> </ul> <p><u>Policies &amp; Documents to review at next meeting</u></p> <ul style="list-style-type: none"> <li>• Supporting Pupils with Medical Needs Policy (previous Managing Medical Needs Policy)</li> <li>• Data Protection Policy, Data Protection Impact Statement and GDPR</li> <li>• Governor Allowances Policy</li> </ul>	

*To be signed at the next FGB meeting:*

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