



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

Full Governing Board Meeting Minutes

Thursday 23rd March 2023, 7-9pm - Hybrid Meeting

Attendees:

Joanna Dent (CoG) – *Co-opted / Chair*
 Deb Williams (HT) – *Head Teacher*
 Kim Edgar (KE) – *Staff / SENCO*
 Gareth Fielding (GF) – *LA Appointed*
 Katy Hillier (KH) – *Parent / SEN Governor*
 Peter Lloyd (PL) – *Co-opted*
 Tim Shrewsbury (TS) – *Co-opted*
 Sam Boulton (SB) – *Parent / EYFS Governor / Safeguarding Governor*
 Trevor Lee (TL) - *Parent*
 Yasmin Frampton (YF) - *Parent*

Apologies:

Nev Kingdom (NK) – *Parent / Vice-Chair*

Absent:

Sally Windmill (SW) - *Associate*

Invitees:

Sarah Gregory (Clerk)

Ref	Item	Comments	Actions
1.	Welcomes and apologies	Welcomes were made by the CoG. Apologies were received and accepted from NK. 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 26 th January 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	<p><i>Safer Recruitment Training for Governors:</i> YF has completed training and provided the clerk with the certificate. The board now has three Safer Recruitment trained governors. Closed.</p> <p><i>Website Information Review:</i> KH reviewed the school website and provided the board with a report prior to the meeting. Governors noted it was very thorough and KH thanked for reviewing the website. HT has started to make some amendments. Closed.</p> <p><i>Zones of Regulation Meeting:</i> CoG reported finding the meeting very useful. Governors were reminded that it is an emotional regulation curriculum to be used as a way for children to talk about their feelings. Closed.</p> <p><i>Potential Co-opted Governor:</i> CoG informed the committee that they met with someone interested in joining the Premises & Finance committee. Since then they have decided not to join the board as are only interested in premises, though stated they would be happy to act as a consultant.</p>	<p>HT to complete website amendments</p> <p>CoG to provide feedback to next S&W meeting</p> <p>HT to contact them with possibility of becoming an Associate</p>

5.	Committee Reports	<p>The board was provided with the minutes from the committees' latest meetings prior to the meeting.</p> <p><i>Teaching & Learning (01.03.23):</i> Governors were reminded that the Pupil Premium (PP) statement will come to FGB in summer term (part B only). The T&L committee discussed the CSP report which was also sent to the CoG. The governors were pleased with the CSP's very positive feedback.</p> <p><i>Premises & Finance (17.03.23):</i> Governors were reminded that the heating system remains an issue. HT provided an update on a recently issue where there was no hot water and repairs caused a gas leak which meant the gas supply had to be turned off and no hot food could be provided that day. SGC has put the boiler as an emergency to be replaced. Governors discussed options to make the system more eco-friendly and any quotes will be provided to the P&F committee. KH provided the board with an overview of the recent benchmarking activities.</p> <p><i>Staffing & Welfare (08.02.23):</i> Governors were reminded that the CoG, Safeguarding Governor and HT have met to discuss Safeguarding at school. The Single Central Record (SCR) has been reviewed by the CoG and SBM.</p>	
6.	Matter's Arising from other Committees	<p><i>Increasing Numbers of Pupil Premium Children:</i> HT reminded governors that there has been an increase over the last five years, with the highest proportion in Yr4.</p> <p><i>School Financial Value Standard (SFVS):</i> On 17th March, the Premises & Finance committee discussed and reviewed the SFVS, and recommended it be approved and signed.</p> <p>The board unanimously approved the SFVS. The CoG signed the printed SFVS.</p> <p><i>Safeguarding Audit:</i> School have received the audit and it will be reviewed by the HT and Safeguarding Governor after Easter.</p>	<p>To be monitored by T&L</p> <p>Clerk to provide signed SFVS to the SBM</p>
7.	Head Teacher's Report	<p>The board was provided with the Head teacher's report prior to the meeting.</p> <p>HT gave an update on the impact of Herts for Learning for spellings, and how it reduces teacher work load and gives clear progress.</p> <p>Governors were reminded that the T&L committee have reviewed the school website and that further changes have been made. The Pupil Charter has also been updated.</p> <p>Governors noted that ELSA is having a strong impact.</p> <p>HT informed the board that school have received very positive feedback following the visits from two poets and an author. HT will be pupil conferencing around two weeks after each visit.</p> <p>SW and KE will be having Safeguarding training again in September. HT informed the board that her training is due but there may be a short period before training can be completed. HT is seeking advice and, if needed, the DHT could temporarily take on the DSL role.</p> <p>HT informed the board that school, along with the CoG, have been looking at local MATs. Governors discussed how the school might benefit from</p>	

		<p>free training packages and peer support. Governors noted that it may take two years to join a MAT.</p> <p>HT reminded governors that the class structure for the bulge year will be reviewed each year. Governors briefly discussed the three options listed on the HT's report and a decision will be made at the next meeting.</p>	Clerk to add Class Structure to the next agenda
8.	Monitoring	<p><i>English Monitoring Feedback:</i> TL met with HT to discuss English, including the SSP (Systematic Synthetic Phonics) and how it impacts the children's reading. It was felt that the SSP is very structured and consistent. Children could talk very positively about their reading and confidently explain how reading is supported at school.</p> <p><i>Attendance:</i> The governors were provided that the attendance tracker data prior to the meeting. It was noted there was number of illnesses before Christmas, including flu, chicken pox and winter sickness bugs. Governors noted that the numbers reflect the national picture.</p> <p>Q – A governor asked whether the illnesses had been discussed within the Cotswold Alliance? HT replied that it hadn't, though the Health Department has told schools to monitor for illnesses not usually seen.</p>	
9.	Governor Day Feedback	<p>The board was provided with Governor Day Feedback from three governors prior to the meeting.</p> <p>All governors who attended felt the day was really worthwhile. Governors noted that the children were keen to talk to the governors.</p> <p>Some governors listened to children read. They expressed that they were all very confident in their reading. Governors felt that it would be beneficial to hear some of the less able readers as Ofsted will be looking at the lowest 20%.</p> <p>Q – A governor asked if the board's feedback will be provided to the staff? HT happy to make the feedback available for staff to read. Points will then be discussed further at the next SLT meeting.</p>	
10.	Preparation for Ofsted	<p><i>Setting up WhatsApp for Ofsted:</i> Governors discussed using WhatsApp as a quick way to contact members of the board. Governors present agreed to be added to the group.</p> <p>HT informed the board that another local school recently had an Ofsted Inspection and offered to contact their HT.</p>	<p>Clerk to set up group</p> <p>HT to contact St. Michael's School's HT</p>
11.	Future Planning for School	<p>Please see HT's report for more information.</p> <p>Q – A governor asked about the role of governors within a MAT? The CoG explained that the role depends on the MAT but primary schools are likely to have local governors with some aspects (such as policies) being handled at the higher level.</p>	
12.	Governor Self-Assessment Audit	<p>The CoG is awaiting two audits to be completed. The results will be made available for the next meeting.</p>	CoG to collate the results
13.	Governor Admin	<p><i>Governor Vacancies:</i> Clerk reminded the board that there are currently three vacancies; one parent and two co-opted. HT stated that there has been no interest from KLB school staff. The next Parent Governor nomination deadline is 19th April.</p>	HT to contact Brinscombe and Old Sodbury Secondary School Staff

		<p><i>Governor Hub Accounts:</i> Clerk reminded governors to set up their new GovernorHub accounts as required by Governor Services.</p> <p><i>Governor Training Update:</i> KH attended the SEN Update and will provide feedback to circulate. YF attended GDPR training and completed Safer Recruitment training. SB attended the Safeguarding Governor training and will provide slides for circulation.</p>	<p>Clerk to email reminder</p> <p>Clerk to circulate feedback</p>
14.	Documentation/ Policy Review	<p><i>The EIA statement has been read and considered by the board for each policy provided.</i></p> <p><i>Equalities Policy:</i> Minor changes made. Approved.</p> <p><i>Uniform Policy:</i> Prior to the meeting a governor provided recommendations for updates. Governors were reminded that the new policy is now unisex and provides information on financial assistance and the Friends of the School's second-hand uniform sales. Rolled over.</p> <p><i>Induction of Staff Policy:</i> HT informed governors that a checklist was added to ensure new staff receive all the information they need. The new policy has been used with two new staff members, who provided feedback. Noted that the new payment system, ScoPay should be added. Approved following minor update.</p> <p><i>Behaviour Principals Statement:</i> A governor noted that all characteristics should be listed. Approved following minor update.</p> <p><i>Behaviour Policy:</i> Reviewed during recent staff meeting with subsequent minor re-wording. Approved.</p> <p><i>Attendance Policy:</i> Based on a previous policy. Approved.</p> <p><i>Supporting Pupils with Medical Needs Policy (previous Managing Medical Needs Policy):</i> Not available. Rolled over.</p> <p><i>Children With Health Needs Who Cannot Attend School Policy (New Policy):</i> Not available. Rolled over.</p>	<p>To be added to website</p> <p>HT to update Uniform Policy</p> <p>HT to add ScoPay to Policy</p> <p>To be added to website</p> <p>To be added to website</p> <p>To be added to website</p>
15.	GDPR	<p><i>Integra Catering:</i> HT informed the board that, the catering team are provided with a paper copy of names and menu choices, which, after using, was disposed of with their normal recycling. HT immediately informed SGC's GDPR team, Integra and the CoG informed. HT informed the board that with the new meal ordering system this is no longer an issue. Governors noted that it was low risk and was dealt with quickly and efficiently.</p>	
16.	AOB	None	
17.	Safeguarding & Prevent Quiz	None	
18.	Date of next meeting	<p>Thursday 18th May 2023, 7-9pm, at School.</p> <p><u>Meeting Summary:</u></p> <ul style="list-style-type: none"> • Head Teacher's Report • Approval of Budget by 31st May <p><u>Policies & Documents to review at next meeting:</u></p> <ul style="list-style-type: none"> • Uniform Policy 	

		<ul style="list-style-type: none"> • Supporting Pupils with Medical Needs Policy (previous Managing Medical Needs Policy) – following review by S&W • Children With Health Needs Who Cannot Attend School Policy (New Policy) – 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:	