



ALEXANDER HOSEA PRIMARY SCHOOL

'Roots to grow, wings to fly'

Full Governing Board Meeting Minutes

Thursday 26th January 2023, 7-9pm - Hybrid Meeting

Attendees:

Joanna Dent (CoG) – Co-opted / Chair
 Deb Williams (HT) – Head Teacher
 Nev Kingdom (NK) – Parent / Vice-Chair
 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
 Yasmin Frampton (YF) - Parent

Apologies:

Gareth Fielding (GF) – LA Appointed

Absent:

Sam Boulton (SB) – Parent / EYFS Governor /
 Safeguarding Governor
 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 GF. 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 1 st December 2022 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:</i> Governors were reminded that currently there are only two Safer Recruitment Trained staff. YF has commenced training.</p> <p><i>Website Information Review:</i> KH informed the committee that they have reviewed the curriculum section of the website and felt it was very clear. HT reminded governors that once completed Parents will be provided with the link. KH offered to review the school website using the “What Schools Must Publish Online” checklist.</p>	<p>YF to complete training. More governors to undertake training</p> <p>Clerk to send KH the “What School Must Publish Online” checklist</p>
5.	Committee Reports	<p><i>Teaching and Learning (18.01.23):</i> The chair informed the board that the committee will be reviewing the curriculum maps on the school website prior to a feedback session at the meeting in March. Data was not available for the last meeting and so will be reviewed at the next meeting. It was noted that the meeting will be arranged between the HT and the Safeguarding Governor.</p> <p><i>Premises and Finance (update only):</i> HT gave a brief update on the boiler failure (on 13th Jan), where it was necessary to close Yr6 and Yr4 classes and to move Yr5 to the infant’s side of the school. The engineer managed to fix the issue but the age of the boiler and lack of replacement parts</p>	

		<p>means it could fail again at any time. SBM has notified the LA and informed them that school does not have the available funds to replace the boiler. A request was made to TS to re-adopt the role of Community Centre (CC) Governor Liaison, to which he agreed.</p> <p><i>Staffing and Welfare (update only):</i> There were no updates and no questions.</p>	TS to act as Community Centre Liaison
6.	Matter's Arising from other Committees	<p><i>Increasing Numbers of Pupil Premium Children (T&L):</i> HT reminded the board that there were only five PP children in school in 2019, whereas there are now 18, half of whom are in Yr4.</p> <p>Q – A governor asked how well the PP children are doing in Yr4? The SENCO (and Yr4 teacher) explained that there is quite a broad range within the cohort, with a number of the children on the SEN register.</p> <p>Ongoing.</p> <p><i>CoG to sign printed revised budget:</i> The CoG has signed the Revised Budget since the last FGB meeting. Closed.</p>	
7.	Head Teacher's Report	<p><i>Achievement/Progress:</i> HT reminded the board that school are moving away from Classroom Monitor and are changing over to a new system, which is used by many other schools. It was noted that Yr2 are likely to be officially moderated, especially as there is a new Yr2 teacher. The governors were assured that the new teacher is receiving support from other members of staff who have experience of teaching Yr2s.</p> <p>Q – A governor asked if Times Tables Rock Stars (TTRS) data can be used to review Yr4 prior to their Multiplication check? School reported that TTRS can be used to reduce children's worry about the check. School are holding a "Number Day" next Friday.</p> <p>Q – A governor asked about the monitoring of boys? HT informed the board that there will be drill down on boys at the next Teaching and Learning meeting, plus Pupil Conferencing with boys on Governor Day.</p> <p><i>Quality of Teaching:</i> HT informed the board that for English, school are in the process of arranging visits from a well-known local author and a poet before the summer, which will be funded by the Wickwar Education Fund (WEF). The Friends of the school have also offered to fund a visit from another author, aimed at Yr5/6.</p> <p>It was noted that World Book day falls on one of the Union strike days. HT informed the board that on the last strike day (01/02/23) three out of eight class were closed but any SEN, PP or children with social workers were invited to attend school.</p> <p><i>Attendance and Exclusions:</i> CoG gave thanks to governors who volunteered to be part of the exclusions panel. HT reported a dip in attendance at the end of last term due to illness (sickness bugs, chicken pox, scarlet fever, strep, and colds). HT reminded governors that Heidi Brooks is the school's "Attendance Champion".</p> <p><i>Staffing Updates:</i> HT informed that board that the Yr2 teacher has started maternity leave. Unfortunately, she was unable to complete the handover to the new Yr2 teacher due to illness, though the new teacher is being well supported. Another teacher will be taking maternity leave after half term. Following a RA she will not be attending the class' swimming lessons. These will be covered by the new teacher and sports coaches.</p>	CoG to send letter to WEF to thank for all experiences they have funded

8.	Monitoring	<p><i>Zones of Regulation:</i> CoG and KH arranged to observe the children during their lessons, and also talk to the ELSA trained staff.</p> <p><i>Autism Training:</i> HT informed the board that Staff (teachers and TAs) have attended Autism training provided by the Autism Education Trust, with a view to completing some workshops over the summer.</p> <p><i>English:</i> TL and HT arranged to meet to discuss the English provision.</p> <p><i>Banding Revision:</i> HT reported that this process is still ongoing.</p> <p><i>Further Monitoring Visits:</i> Governors were asked to contact the HT to arrange dates for further monitoring visits.</p> <p><i>Governor Day:</i> Governors were reminded that Governor Day will take place on Friday 10th March. There will be no FGB meeting on the day, instead feedback should be brought to the meeting on 23rd March.</p>	<p>CoG, HK and SENCO to arrange date</p> <p>HT & TL to meet on 22.02.23</p> <p>KE & SENCO to meet once completed</p> <p>All Governors to contact HT</p> <p>CoG & HT to meet 24.02.23 to discuss Governors Day</p>
9.	Preparation for Ofsted	<p>KH recently attended the Ofsted for Governors training provided by Integra and provided notes for the board prior to the meeting. Governors discussed items which may be of interest to Ofsted and the notes provided. It was suggested that governors read the notes and test themselves on what answers they would give if asked by Ofsted.</p> <p>HT and CoG arranged to review the Single Central Register (one for teachers and support staff, one for governors and volunteers).</p> <p>Governors expressed their keenness to attend assemblies. HT suggested Mondays at 1pm for the Values assemblies.</p> <p>A suggestion was made to invite the CSP into school to discuss Ofsted Inspections. It was expressed that Ofsted will be interested in how governors know the statements they make are true and where the evidence can be viewed.</p> <p>A governor suggested a WhatsApp group, set up prior to an inspection, could be used to help co-ordinate the governors on the day of the inspection.</p> <p>Governors discussed Parent View. It was felt that although parents can be very supportive it can also be an opportunity to complain. It was felt that an informal parent survey prior to the Parent View survey may give parents the opportunity to discuss any matters with staff informally.</p> <p>Governors discussed the possibility of a governor from St John's Mead's Governing Board (who have recently had an inspection) meeting with the board.</p>	<p>CoG and HT to review SCR on 24th February</p> <p>HT to contact the CoG of St John's Mead School GB</p>
10.	Future Planning for School	<p>Governors were informed of a new MAT in South Gloucestershire called LEAF. Governors discussed that new schools have been looking at grouping together, also about the schools in the school hub. It was noted that the White Paper stated schools should be part of an academy by 2030 but this date has now been removed.</p> <p>HT informed the governors that "The Bridge" is a group of schools who</p>	

		<p>have invited other schools to visit and learn more about their academy. HT, CoG and SW are planning to visit. By end of school year, school and governors are hoping to have a better idea (and maybe preferences) on direction of travel.</p> <p>Q – A governor asked whether the LA are applying pressure on school to make a decision? HT replied that the LA would like school to have a better understanding of their options and to have considered some possible choices by the end of the year.</p>	
11.	Governor Self-Assessment Audit	CoG reminded governors that some have mistakenly completed an old version of the skills audit. Some governors were asked to complete the new version of the skill audit form during the meeting.	CoG to collate the forms and analyse the results for the next meeting
12.	Governor Admin	<p><i>LA Governor Appointment:</i> Clerk informed the board that the nomination from GF to be re-appointed to the board as the LA Governor was approved by the LA on 14th December 2022. The governing board unanimously voted in favour and subsequently GF was re-appointed as the board's LA Governor.</p> <p><i>Vacancies:</i> Clerk reported that the board currently has two co-opted and one parent governor vacancy. The CoG informed the board that they are in discussions with someone interested in becoming a co-opted governor. Clerk informed the board that a parent has also approached with interest in becoming a parent governor. HT asked KLB School staff if any would be interested in a co-opted position but as yet there has been no interest.</p> <p><i>Governor Training:</i> TL has attending recent Safeguarding training. Governors were encouraged to attend relevant training.</p> <p><i>Annual Governor's Report to Parents:</i> CoG informed the board that the report is in progress and should be completed soon.</p> <p><i>Governor Development Plan:</i> To be removed from the agenda until further notice.</p> <p><i>Get Information About Schools (GIAS):</i> Five governors are now listed on the GIAS website. Prior to the meeting clerk received the details from a further four, plus one during the meeting, leaving one outstanding.</p>	<p>Clerk to inform Governor Services</p> <p>Clerk to run parent governor election after February half term</p> <p>CoG to send report to Governors when completed</p> <p>Clerk to request TS' details after the meeting</p>
13.	Documentation/ Policy Review	<p><i>The EIA statement has been read and considered by the board for each policy provided.</i></p> <p><i>Pay Policy:</i> It was noted that the HT Pay Range is missing from the policy (13-20 to be added). Approved following minor update.</p> <p><i>Supporting Pupils with Medical Needs Policy (previous Managing Medical Needs Policy):</i> Not available for the meeting. Rolled over.</p> <p><i>Children With Health Needs Who Cannot Attend School Policy (New Policy):</i> Not available for the meeting. Rolled over.</p> <p><i>Behaviour Principals Statement:</i> HT informed the committee that the statement is available on the school website. Rolled over.</p>	<p>HT to update policy</p> <p>Governors to review statement prior to next meeting</p>
16.	GDPR	HT informed the governors that school maintain a manual list of contacts for pupils in case of computer system failure. Whilst attempting to retrieve one child's contacts recently, staff were initially unable to find	

		their details. The child's details were subsequently found stuck at the back of the binder and was returned to its correct location.	
17.	AOB	The next Staffing and Welfare meeting was re-arranged to 8 th February at 1:30pm.	
18.	Safeguarding & Prevent Quiz	Not available for the meeting.	
19.	Date of next meeting	<p>Thursday 23rd March 2023, 7-9pm, at School.</p> <p><u>Meeting Summary:</u></p> <ul style="list-style-type: none"> • CoG to sign SFVS • Mid-year Monitoring of Pupil Performance and Attendance • Safeguarding Audit Report • Head Teacher's Report <p><u>Policies & Documents to review at next meeting:</u></p> <ul style="list-style-type: none"> • Supporting Pupils with Medical Needs (if previously reviewed by S&W) • Children With Health Needs Who Cannot Attend School (if previously reviewed by S&W) • Behaviour Principals Statement 	

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:	