



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

Full Governing Board Meeting Minutes

Thursday 13th July 2023, 7-9pm at School

Attendees:

Joanna Dent (CoG) – *Co-opted / Chair / Safeguarding Governor*
 Deb Williams (HT) – *Head Teacher*
 Nev Kingdom (NK) – *Parent / Vice-Chair*
 Kim Edgar (KE) – *Staff / SENCO*
 Katy Hillier (KH) – *Parent / SEN Governor*
 Jenny Narborough (JN) – *Parent*
 Gareth Fielding (GF) – *LA Appointed*
 Yasmin Frampton (YF) – *Parent*
 Sally Windmill (SW) - *Associate*

Apologies:

Tim Shrewsbury (TS) – *Co-opted*
 Trevor Lee (TL) - *Parent*

Absent:

Peter Lloyd (PL) – *Co-opted*

Invitees:

Sarah Gregory (Clerk)

Ref	Item	Comments	Actions
1.	Welcomes and apologies	Welcomes were made by the CoG. Apologies were received and accepted from TS and TL. 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 18 th May 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> HT has not yet had chance to discuss with him the possibility of becoming an associate member. HT also has not yet talked with the Cotswold Heads to see if any would be interested in a co-opted position. KH mentioned a KLB (secondary school) teacher who may be interested but at a later date as they have just started their new job. Ongoing. <i>Safeguarding Meeting (CoG & HT):</i> HT and CoG met with the previous Safeguarding Governor to discuss Safeguarding at school. Closed. <i>Online Safety Lead:</i> HT was considering handing over Online Safety to another member of staff but that member will now no longer be able to take on the role. Ongoing.	HT to contact potential associate member HT to contact Cotswold Heads HT to consider other members of staff
5.	Committee Reports	<i>Teaching & Learning (27/06/23):</i> Governors were reminded that the current chair (TL) will be leaving the board at the end of term. Although not at the meeting, TL was thanked for his time and support for the board over the years. The governors were reminded that there is a need to appoint a new chair. JN informed the board that they have talked to the chair about the role. NK also expressed a possible interest but cannot	

		<p>commit at the time of the meeting due to work commitments. Clerk reminded governors that there is an option to co-chair the committee.</p> <p><i>Premises & Finance (05/07/23):</i> The chair gave a brief overview of current projects and noted that the SBM is very well organised and competent in their role. KE informed the committee that water had been leaking into the Yr4 classroom through the skylight and wiring. This Health & Safety matter has been raised with the SGC. HT informed the committee that SGC will not pay for the necessary work as they are paying for the boiler. SBM has obtained a quote of ~£4K for repairs and noted that some of the grant money may need to be used to help fund the repairs. Governors expressed their concern for potentially costly damage to school equipment and property. Governors also noted that the school is now around 30 years old and as such increased maintenance will be needed. The chair reminded governors that school will end the year with a very small positive cash balance. It was noted that the Friends of the school have been extremely generous by allocating around £6K for the 50 best read books, phonics books plus online phonics books, level bars and safety flooring, iPads, workshops for black history month, music lessons for a KS1 class and a KS2 class, entertainment for the Christmas parties, maps for geography lessons, and new sand for the YrR sandpit. Governors thanked the Friends for providing all these things for the children.</p> <p><i>Staffing & Welfare (14/06/23):</i> There were no updates or questions.</p>	
6.	Matter's Arising from other Committees	<p><i>Assessment Data:</i> Please see item 7 – Head Teacher's Report.</p> <p><i>Pupil Premium (PP) and Sports Premium (SP) Reviews:</i> In progress but not available in time for the meeting. HT stated there may be a possibility to email them to governors by the end of term.</p> <p>Q – A governor asked about the PP numbers for the next academic year? HT reported that there are currently 18 PP children, which will increase to 20. HT informed governors that numbers are not yet known for the new YrR as parents have to apply for it. Governors were reminded that the funding doesn't match the children as it relates to the census. Therefore funding will not change until after the October the census.</p> <p><i>Purchase of Level Bars Safety Flooring and one additional iPad (if not funded by the Friends):</i> KH reported that the Friends of the School have kindly agreed to fund these. Governors gave thanks to the Friends.</p> <p><i>Premises External Site Walk (1-2 Governors with SBM):</i> Governors were asked to volunteer to carry out an external site walk. The possible new associate has a premises background. KH also volunteered.</p>	<p>HT to provide reviews when available</p> <p>Clerk to add reviews to next agenda</p> <p>HT to contact possible new associate. KH to contact SBM</p>
7.	Head Teacher's Report	<p><i>Assessment Data:</i> The Governors were provided with the Whole School Data Report prior to the meeting.</p> <p>HT informed the board that school now use a new system called INSIGHT, which is more intuitive and much quicker and easier to use than Classroom Monitor.</p> <p>Governors viewed the whole school demographics and noted that the school is no longer significantly girl-heavy. The number of children on the SEN register is slightly below National, with PP well below National. Teachers will be given the demographics for their class prior to September.</p>	

		<p>Governors discussed the EYFS data and staff explained that YrR are very keen and competent learners.</p> <p>Q – A governor asked if the data is kept elsewhere, as staff shouldn't have to duplicate the data? HT informed the board that the data is currently on SIMS too but it is not necessary. In future the data will all be on INSIGHT only.</p> <p>Staff informed the governors of some of the advantages of the INSIGHT system, including the ability to add reports (such as SALT reports) so that all the details for a child are held together and can be retrieved as required.</p> <p>Governors discussed the Phonics data for Yr1 and Yr2. It was noted that the data would not yet show the effect of the new SSP (Systematic Synthetic Phonics) program.</p> <p>Governors proceeded to discuss the Yr2 data and HT explained that the cohort had a change in teacher mid-year so have had some disruptions. Yr2 were moderated and the moderators agreed with the judgements.</p> <p>Q – A governor asked whether COVID lockdowns had impacted the cohort? Staff felt that their writing stamina may have been affected and that they only had a partial Reception year.</p> <p>For the MTC (Multiplication Tables Check) HT explained that there is no National data for this year. Staff felt that the Times Tables Rock Stars program has made a huge impact, as has the Boolean program.</p> <p>Whilst looking at the KS2 Outcomes, governors were asked to follow the link at the top of the page to view the 2022 data plus further information. HT explained that the Yr6 cohort have been most affected by COVID, academically, socially and emotionally, as they missed large sections of Yr3 and Yr4. Staff felt the SATS Reading test was particularly difficult and has been adjusted. Governors went on to further discuss the SATS data. HT reminded governors that Herts for Learning is now being used for spelling across the school.</p> <p>Q – A governor asked if staff have had time to analyse the data yet? Staff noted that the cohort had learning gaps due to COVID and assured governors that key areas will be identified.</p> <p>Q – A governor asked if the cohort had felt emotional and stressed by the SATS? Staff expressed that the children seem to be in a good state of mind before the tests.</p> <p>Governors thanked the HT for the clear, easy to read data report.</p>	
8.	Monitoring	None since last meeting.	
9.	Ofsted Inspection	<p>HT reminded governors that the Ofsted Inspection report and feedback had been sent to the governors prior to the meeting.</p> <p>Governors discussed the curriculum maps, in particular where schemes are used, such as Taranga for Music. It was noted that the inspector liked how school personalise the schemes to suit the school.</p> <p>HT informed the governors that school have started to receive some lovely feedback from parents about the report.</p>	
10.	Future Planning for School	<i>HT feedback from LEAF meeting:</i> HT attended the initial meeting with the LEAF MAT and informed the board that school is one seven schools they have approached about forming a partnership, with currently 13 schools	

		<p>already part of the MAT. The MAT have appointed the CSP, Dave Smith, as their CSP. Governors discussed the pros and cons of linking with a larger MAT rather than the current smaller hub of schools. HT has been provided reading material prior to September's program of activities.</p> <p>CoG informed the board that they have attended online briefing sessions on MATS and explained that there is a need to be duly diligent, and to move forward slowly, whilst looking at various options.</p>	
11.	Governor Admin	<p><i>Election of Chair:</i> JD self-nominated for Chair. There were no other nominations. The full governing body unanimously voted in favour.</p> <p><i>Election of Vice-Chair:</i> NK self-nominated for Vice-Chair. There were no other nominations. The full governing body unanimously voted in favour.</p> <p><i>Link Roles, Panels and Committee Structure:</i> Due to KH accepting additional contracted hours at school, they are no longer eligible to be a Parent Governor. The full governing body unanimously voted in favour of KH to take one of the Co-opted Governor vacancies. KH expressed the wish to be removed from the P&F committee once additional governors had been recruited. KH to be removed from the Pay Panel.</p> <p>After discussions with the board, it was felt that the SENCO would be better placed within T&L committee.</p> <p>The Pay Panel members will now be GF, TS and PL as it requires three non-staff governors.</p> <p>JN kindly agreed to take the role of SEN (inc. PP) Governor. KH kindly agreed to take the role of EYFS Governor.</p> <p><i>Safeguarding Governor Role:</i> YF kindly agreed to take the role of Safeguarding Governor.</p> <p><i>Meeting Dates Calendar 2023/24:</i> Governors agreed to the proposed dates for the next academic year, with the Governor Day to move to Friday 1st March 2024. It was noted that, due to the new system, data drops can be provided to the T&L committee at any point.</p> <p><i>Governor Training Updates:</i> JN has completed induction training and Safeguarding training. JN and CoG were reminded to complete Prevent training by the end of term.</p>	<p>Clerk to notify Governor Services of appointments</p> <p>Clerk to notify Governor Services of change to role</p> <p>Clerk to update committee grid and distribute</p> <p>YF to meet with CoG and HT to discuss Safeguarding</p> <p>Clerk to send reminder for Prevent training</p>
12.	Documentation/ Policy Review	<p>The following policies were not available for the meeting and were rolled over to the September 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
13.	GDPR	<p>HT informed the board that all staff have been asked to complete GDPR training. Staff have also been reminded that, when clearing their classrooms, any named items must be added to the confidential waste.</p> <p>Q – A governor asked whether school are happy with INSIGHT's security,</p>	HT to raise

		and whether school have its GDPR agreement? HT informed the board that the system is used by many schools.	GDPR agreement query with SBM
14.	AOB:	<i>Monitoring Visits:</i> HT invited all governors to arrange a monitoring visit for the Autumn term. Governors were asked to do this soon.	All Governors to arrange monitoring visit with HT
15.	Safeguarding & Prevent Quiz	Quiz questions were not available for the meeting.	
16.	Date of next meeting	Thursday 21 st Sept 2023, 7-9pm, at School. <u>Meeting Summary:</u> <ul style="list-style-type: none"> • Review and approve SDP • Monitoring Planner • Headteacher’s Report • Agree Policy Review Schedule • Review FGB Planner • Agree and sign Governor Code of Conduct • Update Register of Pecuniary Interests • Read and sign KCSiE statutory guidance • Declare any DBS changes • Update Governor contact details <u>Policies & Documents to review at next meeting:</u> <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 	

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:	