



ALEXANDER HOSEA PRIMARY SCHOOL

'Roots to grow, wings to fly'

Full Governing Board Meeting Minutes

Thursday 25th November 2021 at 7pm - Hybrid Meeting

Attendees: Trevor Lee (Chair - CoG), Joanna Dent (Vice-Chair - JD), Deb Williams (HT), Tim Shrewsbury (TS), Nick Gilbert (NG), Sam Boulton (SB), Gareth Fielding (GF), Nev Kingdon (NK), Suzy Spratt (SS), Katy Hillier (KH), Sally Windmill (SW), Yasmin Frampton (YF)

Invitees: Sarah Gregory (Clerk)

Apologies: Peter Lloyd (PL), Kim Edgar (KE)

Ref	Item	Comments	Actions
1.	Welcomes and apologies	Welcomes were made and apologies from PL and KE accepted. New governors and associate members were also welcomed to the board.	
2.	Declaration of Interests	There were no business or pecuniary declarations made.	
3.	Minutes of previous meeting	FGB Minutes from 15 th September were accepted as an accurate record.	
4.	Matter Arising from last minutes	<p><i>Fire Alarm Replacement:</i> One day of work has been completed. Subsequent work will be completed in stages, during school holidays. HT confirmed that the old system will remain in place and fully functional until the new system replaces it completely.</p> <p><i>Caretaker Vacancy:</i> Governors noted that the absence of a caretaker has been very difficult with other staff members covering various aspects of the role. HT was pleased to announce that the new caretaker started around three weeks ago, who has great maintenance experience.</p> <p><i>National College Training:</i> Governors were reminded that they need to complete the Safeguarding training and that certificates need to be sent to the clerk.</p> <p><i>Parent Governor Election:</i> CoG reported that there was a great response and the board now has two new parent governors.</p> <p><i>PE Link Governor to meet with PE Lead:</i> Meeting to be re-arranged sometime after the PE lead's return to school.</p>	Governors to send certificates to clerk
5.	Committee Reports	<p><i>Teaching & Learning (30.06.21):</i> The November meeting was cancelled. There were no updates or questions.</p> <p><i>Premises & Finance (19.11.21):</i> GF highlighted that the committee discussed the Fire Alarm replacement, future updates to the server room, the Kitchen extractor fan repairs and the fact that school are responsible for the air ducts. Also, the committee discussed the replacement of the outdoor classroom and the resurfacing of the playground area around the tepees, which will be very expensive.</p> <p>Q – A governor asked if sports funding could be used? Sports funding can only be used for certain items, not capital expenditure. HT informed the board that a member of the Friends may be able to handle the project management and look at grants. The SBM will be investigating other avenues.</p>	

		<p><i>Staffing & Welfare (12.10.21):</i> The board was informed that the Safeguarding audit should be available next week, when HT will meet with the Safeguarding Governor.</p> <p>Q – A governor asked how PP funding is logged and whether it is held for the pupil for which it is provided? HT explained that although the money is provided for a pupil, the collective funds can be used to benefit more children, such as for SALT, home-learning after school club etc. The Looking After Children (LAC) funds, which sit within the PP funds, are ring fenced only for those children.</p>	
6.	Matter's Arising from other Committees	<p><i>HTPM:</i> The HT PM committee met with the HT on 28th September and, jointly with the Challenge and Support Partner (CSP), set the objectives for 2021/22. The CSP will write up the meeting and targets for the coming year and these will be monitored and reviewed by the HT and the HT PM committee as the academic year unfolds.</p> <p><i>Pay Panel:</i> The Pay Panel met on 11th November. All of the HT's recommendations were endorsed by the Committee. All staff eligible to move up were moved up. There were very few amendments. In addition, the Pay Policy was approved.</p> <p><i>Revised Budget:</i> The Finance Chair informed the board that School were budgeting for a £2K in-year surplus but this is now £10K, with deficits predicted for years 2 and 3. The revised budget is better than the budget submitted in May due to the staffing restructure and other budgeting activities. It was noted that staffing costs is the greatest outgoing.</p> <p>Q – A governor asked about the SIFD criteria? The Finance Chair explained how there needs to be a significant "buffer", if too small then school are declared SIFD. Previously reports had to be produced explaining the school's plan but this was not necessary as the circumstances were understood</p> <p>The Premises and Finance committee recommended the revised budget is approved.</p> <p>The Revised Budget was unanimously approved by the full governing board.</p> <p><i>Three-year premises plan:</i> HT explained that the planner is used to project when work will be completed. HT stressed that Health and Safety matters are dealt with promptly but some items have been pushed out due to SIFD (such as some redecorating). HT, SBM and SS recently completed a site walk and added a few items. Governors agreed that the plan gives a clear view of work and how long they've been pushed out. It was noted that the LA have helped to fund a number of items in the past.</p> <p><i>EYFS Curriculum Key Points:</i> SW informed the board that the Cotswold Alliance are working together to determine the best possible model. SW agreed to give a presentation to highlight the changes.</p> <p><i>Safeguarding Governor Update:</i> HT informed the board that Safeguarding Governor attended the recent Safeguarding Roles and Responsibilities training course.</p>	<p>Clerk to add EYFS presentation to T&L agenda</p> <p>Clerk to add Safeguarding Feedback Summary to next agenda</p>
7.	COVID-19 Risk Assessment	<p>Q – A governor asked about staff training and whether there had been any since September as there have been some changes to guidance? HT reported that the guidance largely remains the same, with some</p>	

		<p>tightening up until the end of November.</p> <p>Q – A governor asked about the school’s experience with the LA over COVID matters? HT informed the board that the LA has been very supportive and very helpful.</p> <p>Q – A governor asked about the non-COVID absentees? HT explained that many have coughs and colds, and those with coughs need to take a PCR test. Health advisors have informed school that the infants might be more prone to illness as the children haven’t built up immunity at preschool. Some parents are also being over cautious.</p> <p><i>Outbreak Plan:</i> School have adopted the LA Outbreak Plan.</p>	
<p>8.</p>	<p>Head Teacher’s Report</p> <p><i>Please see HT report for further details</i></p>	<p>HT reported that there are 213 on roll (four fewer than last year). Many families have recently visited the school and so a full reception cohort is expected for next September.</p> <p>Q – A governor asked whether the new housing builds have affected numbers? HT informed the governors that a number of families living in the new estates have been shown around the school. The current YrR consists of half from the village and half outside.</p> <p><i>Staffing Updates:</i> School have a new Caretaker. The Deputy Head Teacher (DHT) is retiring at Christmas. School have applied for a Long Service Award for the DHT, which will be awarded at the end of the year. A new DHT has been appointed and the board congratulated SW on the new role. School are recruiting for the TLR, and there is one strong candidate. School have recruited a teacher for Yr4 (to replace the DHT) and have recently recruited an Early Careers Teacher (ECT) for Yr3, who will be monitored by an experienced member of staff and supported by their fellow Yr3 teacher.</p> <p>JD declared an interest as a relation of the new Yr4 teacher.</p> <p>HT reported that Integra still have been unable to recruit a Kitchen Manager. Schools meals are being brought in from another school and there has been good bank staff in the kitchen.</p> <p>Q – A governor asked if Integra have the contacted recruitment agencies or local newspapers? HT agreed to contact them to suggest other avenues.</p> <p>Q – A governor asked whether there were options to change provider? HT informed the board that school would be required to give 6 months’ notice and then the contract would have to go out to tender. It was noted that other options may not be any better.</p> <p>Q – A governor asked if school are paying the same considering they are not providing the service that they are contracted to provide? HT agreed that the offer is not the same as they are not providing the salad bar etc.</p> <p>Q – A governor asked if there had been a drop in the uptake of meals? HT replied that there has been no noticeable difference.</p> <p>A new SEND TA has been appointed and an advert has been published for additional SEND TA. The children continue to be being well supported.</p> <p>HT reported that following the end of COVID funding, TAs have been reduced across the school. This had led to there being no capacity to provide cover in a teacher’s absence, which subsequently incurs additional cost through supply staff. It was felt that if TA hours could be increased by 15 hours it would be a more cost effective model, though not possible whilst in SIFD.</p>	<p>JD to complete a new Pecuniary & Business Interests form</p>

		<p>Q – A governor asked if school could do a cost benefit analysis to determine the impact of not having those TAs? HT agreed. It was felt that the staff are under strain and that TAs support the teacher’s wellbeing as well as supporting them in class.</p> <p>Q – A governor asked if school feel there is a possibility of losing teachers due to that pressure? HT informed the board that although that is not expected at the moment, if the pressure and strain continue that it is possible. Governors agreed that teachers have been in a traumatic situation and the situation constantly changes, which is especially hard without sufficient TA support.</p> <p>Q – A governor asked whether school still receive insurance payments only for after 5 days leave? HT confirmed that is the case and explained that half days or odd day cover cannot be claimed for. In additional supply staff do not know the children like the TAs.</p> <p>Q – A governor asked whether the SBM could work out how many days fall outside the insurance claims, so that the analysis can be provided to the LA? HT will forward the request.</p> <p>JD reported that the CSP spent the whole day at school on 28th September and reported that the school continues to be highly effective. JD gave highlights from the visit to the board (please see CSP’s report for further details). It was noted that some children who do not attain their EAR may have social and emotional needs. These cases are being looked at by the SENDCO. Also, the CSP report stated that Governors need to review their systems and approaches to their strategic monitoring of the school development plan. The CSP has offered to provide a governor training session at the Governor Day in March.</p> <p>HT to provide attendance data at a later date to FGB or S&W.</p> <p>Analysis of phonics assessments will be provided at next T&L meeting.</p> <p>HT reported that the curriculum is returning to normal, plus the immersive environments have returned to the classrooms. There are also 17 extra curriculum clubs. Many of the FSM children attend the home learning club but not other clubs. HT will discuss the other club options with those children (paid for by school) to give them an extended school experience.</p> <p>HT informed the board that one of the recruited teachers has a STEM background and will take on the computing aspect. The other newly recruited teacher is an ECT (Early Careers Teacher) who cannot have a subject in their first year.</p> <p>Q – A governor asked if it is normal for a HT to be a subject lead? HT informed the board that it is not normal in bigger schools, but it depends on their time. HT is happy to lead in one subject.</p> <p>During the next head’s meeting (Cotswold Alliance), they are going to follow a line of enquiry (such as FSM) and pick out strengths and next steps, and then visit other schools.</p> <p>Q – A governor asked if there is any welfare support for Heads? The Heads meet every week so there is a good support network.</p>	<p>HT/SBM to cost up how much TA time would eliminate the need for supply teachers</p> <p>HT/SBM to calculate absence hours that cannot be claimed</p> <p>CSP to be invited to the Governor Day</p> <p>HT to provide attendance data</p> <p>Phonics analysis to be added to T&L agenda</p>
9.	SDP Review Draft SDP v2	<p>Governors agreed that the plan gives a good sense of the priorities at school and that it was helpful to have all the information in one document. The new format was recommended by the CSP.</p> <p>Q – A governor asked about impact and how confidences could be measured? HT informed the board that this could be achieved through</p>	<p>Link Governors to read their section and use it for reference</p>

		<p>pupil conferencing, anecdotal evidence from teachers, plus feedback from teachers and pupils.</p> <p>Q – A governor asked when there is no definitive figure, how does school show the rational of how they have made a difference? It could be achieved through monitoring of resources, or adequate access to the resources, which could be done by the link governors.</p> <p>Q – A governor asked if the CSP could give governors a list of things they should be considering? The CSP has a copy of the SDP and can tailor items specifically. CSP will be able to provide a guide of what processes governors should be looking for and what challenging questions they should be asking.</p>	
10.	Pupil Premium and Sports Premium Review	HT explained Pupil Premium (PP) and Sport Premium (SP) and how these funds are ring fenced. It was explained that the funds are reviewed at every P&F committee meeting, with the SBM. There were no questions.	
11.	Governor Admin	<p><i>Election of Chair:</i> TL nominated JD for Chair. There were no other nominations. The full governing body unanimously voted in favour.</p> <p>Thanks were given to TL for his role as chair through two extremely difficult and highly unusual years.</p> <p><i>Election of Vice-Chair:</i> There were no nominations, either prior to or during the meeting. The role of Vice-Chair remains vacant. The role must be filled at the next FGB meeting and the candidate cannot be a member of staff or an associate member.</p> <p><i>Committee Structure:</i> New governors were welcomed to the board. YF was asked to join the S&W committee and KH asked to join P&F committee. New associate member, NG, was also asked to join the P&F committee.</p> <p>It was announced that a new Staff Governor had been successfully, appointed, unopposed, on 24th November. The new governor, KE, was unfortunately unable to attend the meeting, but will be asked to join the S&W committee.</p> <p>Chairs of committees were asked to consult with their members regarding meeting times to ensure they are convenient.</p> <p>Associate member, SW, agreed to continue membership for another term. The full governing body agreed.</p> <p><i>Link Governor Roles:</i> KH agreed to be SEN/PP Governor SB agreed to be EYFS Curriculum Governor YF agreed to join TL for English NK agreed to join JD for Maths</p> <p>Governors with link roles were asked to contact teachers (please CC in HT) with a view to start visits in the Spring term. Governors were asked to give an introduction to their link subject lead.</p> <p><i>Governor Visits:</i> As a new governor, YF has completed a tour of the school. KH to contact HT to arrange a tour. SS completed a site walk with the SBM and HT and provided a report to the P&F committee.</p> <p><i>Governor Training:</i> New parent governors have completed the induction training. TW attended the Safeguarding Roles & Responsibilities training.</p>	<p>Clerk to update Governor Services</p> <p>Clerk to send further role information and seek advice from Gov. Services</p> <p>Clerk to update Gov. Services</p> <p>Committee Chairs to discuss meeting timings</p> <p>Clerk to update Gov. Services</p> <p>Clerk to provide updated committee grid</p> <p>Link role governors to contact subject leads</p> <p>KH to arrange tour with HT</p>

		Governors were reminded to send all training certificates to the clerk for filing.	Clerk to send reminder
12.	Documentation/ Policy Review	<p><i>Admissions Policy:</i> Reviewed by S&W on 12.10.21. There were no questions. Approved</p> <p><i>Safeguarding Policy:</i> Reviewed by S&W on 12.10.21. Noted that it will need to be updated following the staffing restructure. Approved</p> <p><i>Staff Discipline, Conduct and Grievance Policy:</i> Rolled over.</p> <p><i>Terms of Reference:</i> P&F – Reviewed on 19.11.21. Approved S&W – Reviewed on 12.10.21. Approved T&L – to be reviewed by T&L in January. Rolled over.</p>	
13.	AOB	<p>School Funding Arrangements for 2022/23: HT explained that the arrangement options have been reviewed by the Schools Forum who have rigorously evaluated all the options, and subsequently recommended Option B. The options have also been discussed at the Cotswold Alliance meeting. It was noted that the funding is the same for all three options.</p> <p>Based on the recommendation by the Schools Forum, and following discussions with the Cotswold Alliance, the Chair of Governors signed the School Funding Arrangements for 2022/23 form for Option B.</p>	
14.	Date of next meeting	<p>Friday 25th March (Governors Day) - time of meeting to be confirmed.</p> <p><u>Policies to review at next meeting:</u></p> <ul style="list-style-type: none"> • Staff Discipline Conduct and Grievance Policy • Teacher’s pay and conditions (to be reviewed by P&F prior to FGB ratification) • Complaints Policy and Procedure Statement (to be reviewed by S&W prior to FGB ratification) <p><u>Documents to review at next meeting:</u></p> <ul style="list-style-type: none"> • Terms of Reference for Teaching & Learning Committee 	

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:	