



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

## Full Governing Board Meeting Minutes

**Thursday 1<sup>st</sup> December 2022, 7-9pm – Online Meeting**

**Attendees:**

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

**Apologies:**

Trevor Lee (TL) - *Parent*  
 Nick Gilbert (NG) – *Associate*  
 Yasmin Frampton (YF) - *Parent*

**Absent:**

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

**Invitees:**

Sarah Gregory (Clerk)  
 Sally Windmill (SW) - *Associate*

Ref	Item	Comments	Actions
1.	<b>Welcomes and apologies</b>	Welcomes were made by the CoG. Apologies were received and accepted from TL, NG and YF. 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 15 <sup>th</sup> September 2022 were provided to the board prior to this evening. The minutes were unanimously accepted as a true and accurate record. <b>Approved.</b>	<b>CoG to sign the minutes after the meeting</b>
4.	<b>Matter Arising from previous minutes</b>	<p><i>Safer Recruitment Trained Governors:</i> Currently only two governors are trained. Clerk reminded the committee that although Associate members can undertake training, they would not count towards quorum on the panel. <b>Ongoing.</b></p> <p><i>Math provision:</i> CoG and the Maths Lead met recently and discussed aspects of Maths provision, including gender differences. The Maths Lead has been looking at problem solving to ensure consistency. <b>Closed.</b></p> <p><i>Anxiety and Zones of Regulation Training Feedback:</i> Unfortunately no governors were available to join the staff training provided by Behaviour Support Service. <b>Closed.</b></p> <p><i>Website Information Review:</i> HT informed governors that the performance data has been added to the school website. The Curriculum tab has been restructured so each subject area has its own page, and teachers are adding their curriculum maps. The board was asked for a volunteer to review the website in line with the “What schools should publish online” guidelines. <b>Ongoing.</b></p> <p><i>Monitoring sessions with CSP:</i> CoG met with the Challenge and Support</p>	<p><b>A governor to volunteer to undertake training</b></p> <p><b>KE to request electronic version of presentation for governors</b></p> <p><b>A Governor to volunteer to review the website</b></p>

		Partner (CSP) yesterday and discussed monitoring. It was felt the board should complete some monitoring before booking another session with the CSP. <b>Closed.</b>	
5.	<b>Committee Reports</b>	<p><i>Teaching and Learning (12/10/22 and 09/11/22):</i> There were no questions.</p> <p><i>Premises and Finance (18/11/22):</i> There were no questions.</p> <p><i>Staffing and Welfare (07/10/22):</i> The Chair reminded the board, that since the last meeting Tom Williams had resigned from the board, and that SB had agreed to take on the Safeguarding Governor role. HT and SB will be meeting on 02/12/22 to discuss safeguarding at school. There were no questions.</p>	
6.	<b>Matter's Arising from other Committees</b>	<p><i>Increasing Numbers of Pupil Premium (PP) Children:</i> HT reported that there are currently 18 Pupil Premium children. HT reminded governors that there were just five PP pupils when Ofsted last inspected the school. HT noted that Ofsted may be interested in Yr4 as there are a higher proportion of PP children. HT and the SENCO have reviewed the plan for the year.</p> <p><i>Pay Panel Meeting:</i> The Chair of the Pay Panel (GF) informed the board that the panel agreed with all the HT's recommendations.</p> <p><i>Headteacher's PM:</i> It was reported that the meeting went all and all was agreed.</p> <p><i>Revised Budget:</i> The P&amp;F Chair (GF) informed the board that the budget had been reviewed by the P&amp;F committee.</p> <p><b>The Premises and Finance committee recommended the approval of the revised budget.</b></p> <p><b>The Revised Budget was approved by the majority of the full governing board, via email, prior to this evening's meeting.</b></p>	<p><b>T&amp;L and P&amp;F to continue to monitor PP</b></p> <p><b>CoG to sign the printed Revised Budget</b></p>
7.	<b>Pupil Premium and Sports Premium Review</b>	<p>Governors were provided with the School Business Manager's Ring Fenced Budgets Report prior to the meeting.</p> <p>HT reported that the PP and SP funds are being used to benefit the children. There were no questions.</p>	
8.	<b>Head Teacher's Report</b>	<p>HT provided a brief verbal update during the meeting.</p> <p><i>Assessment Data and Results:</i> With regards to the ISDR data, HT reported that the majority is "in blue" and therefore inline. It was noted that reading and writing progress declined in 2018-19. Governors briefly discussed changes in progress over the years. It was also noted that in 2020-21 school received less funding than the national average.</p> <p><i>Quality of Teaching:</i> HT reported that the CSP visited school (on 30/12/22), to look at reading across the school in preparation for the Ofsted inspection. HT has provided the CoG with the CSP's report. In summary the CSP found that Reading is seen as a priority at school and the Unlocking Letters and Sounds program appears to be having a positive effect. HT reminded the board that the associated reading scheme books have been purchased by the Friends of the school. The CSP felt the school was a "high performing, successful school".</p>	<p><b>HT to provide CoG and T&amp;L Chair with the data</b></p> <p><b>CSP's report to be discussed further at T&amp;L</b></p>

		<i>Attendance and Exclusions:</i> HT informed the board that there has been a series of suspensions for one child. A number of external agencies are involved to provide support for the child.	
9.	<b>SDP Review</b>	Prior to this evening, the board was provided with the School Development Plan 2022-23.  The plan shows that the school's vision and values will be updated later in the year. The board was reminded that the FGB would be involved in the process.	
10.	<b>Monitoring</b>	Monitoring planner to be looked at by all governors prior to the FGB meeting on 26 <sup>th</sup> January 2023. Governors will be asked to suggest dates they are available to visit the school for monitoring.	<b>All governors to review planner with view to provide monitoring dates</b>
11.	<b>Preparation for Ofsted</b>	Governors discussed the possibility of arranging another meeting with the CSP with a view to looking at the most important aspects which Ofsted will be interested in. It was thought that he may be able to join part of the next FGB meeting.	<b>HT to contact CSP to arrange</b>
12.	<b>Future Planning for School</b>	CoG reported that they have had brief discussions with the HT. It was noted that there is a need to determine the options available. <b>Q – A governor asked if anyone from the LA could provide options?</b> HT expressed that there are likely to be information sessions in the future, and offered to contact the CSP regarding what is available to governors to learn more.  CoG reminded the board that Heads make recommendations but governors will need to make the final decision.	<b>HT to contact CSP regarding information for governors</b>
13.	<b>Governor Self-Assessment Audit</b>	CoG informed the governors that some skills forms may need to be redone.	<b>CoG to contact Governors</b>
13.	<b>Governor Admin</b>	<i>Co-opted Governor Re-appointment:</i> PL was unanimously re-appointed as a Co-opted Governor by the full governing body.  <i>LA Governor Re-appointment:</i> GF agreed to nominate for another term as LA Governor. Clerk informed the board that Governor Services has been provided with the LA Governor Nomination form.  <i>Governor Vacancies:</i> Clerk informed the board that the last two rounds of advertising for a Parent Governor were unsuccessful. HT suggested approaching KLB School staff regarding Co-opted vacancies.  <i>Governor Training:</i> CoG attended Exclusions training and will provide governors with the Presentation slides. SB to attend Safeguarding for Governors training.  <i>Annual Parent Report:</i> CoG reported that it was in progress.	<b>Clerk to inform Governor Services</b>  <b>Clerk to inform board of the nomination outcome</b>  <b>Clerk to re-advertise for Parent Gov next term</b>  <b>HT to contact KLB staff</b>  <b>CoG to provide Exclusions training slides</b>

		<i>Governor Development Plan: Rolled over to next meeting.</i>	
15.	<b>Documentation/ Policy Review</b>	<p><i>School Improvement Policy 2022-23 - School Priority Support Level: HT informed the board that the level remains at <b>Level 3</b>.</i></p> <p><b><i>The EIA statement has been read and considered by the board for each policy provided.</i></b></p> <p><i>SEND Policy and Information Report (Reviewed by T&amp;L on 09.11.22): There were no questions. <b>Approved.</b></i></p> <p><i>Admission Policy (Reviewed by S&amp;W on 07.10.22): There were no questions. <b>Approved.</b></i></p> <p><i>Child Protection Policy (Reviewed by S&amp;W on 07.10.22): There were no questions. <b>Approved.</b></i></p> <p><i>Subject Access Request Policy: Based on SGC Policy. There were no questions. <b>Approved.</b></i></p> <p><i>Record Retention Policy: There were no questions. <b>Approved.</b></i></p> <p><i>Pay Policy: Reviewed by the Pay Panel. To be approved via email.</i></p> <p><i>Supporting Pupils with Medical Needs Policy (previously Managing Medical Needs Policy): Not available for this meeting. Rolled over.</i></p> <p><i>Children With Health Needs Who Cannot Attend School Policy (New Policy): Not available for this meeting. Rolled over.</i></p>	<b>Clerk to distribute after the meeting</b>
16.	<b>GDPR</b>	HT informed the governors that at the end of lunch last week the list used by the SMSAs, containing the children's names and dietary needs, was left in the kitchen. It should have been returned to the office. HT reminded the SMSAs at the time. Governors noted that that they can see school is being vigilant.	
17.	<b>AOB</b>	None	
18.	<b>Safeguarding &amp; Prevent Quiz</b>	Not available for this meeting.	
19.	<b>Date of next meeting</b>	<p>Thursday 26<sup>th</sup> January 2023, 7-9pm, at School.</p> <p><u>Meeting Summary:</u></p> <ul style="list-style-type: none"> <li>• Signing of SFVS</li> <li>• Mid-year monitoring of pupil performance and attendance</li> <li>• Receive Report on Safeguarding Audit</li> <li>• Head Teacher's Report</li> <li>• Completion of Monitoring Planner</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 (previously Managing Medical Needs Policy)</li> <li>• Children with Health Needs Who Cannot Attend School Policy (New policy)</li> <li>• Behaviour Principles Statement</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>	