



# ALEXANDER HOSEA PRIMARY SCHOOL

'Roots to grow, wings to fly'

## Full Governing Board Meeting Minutes

Friday 25<sup>th</sup> March - 9am to 10:30am at School (Governor's Day)

**Attendees:** Jo Dent (CoG), Deb Williams (HT), Nev Kingdon (NK), Katy Hillier (KH), Peter Lloyd (PL), Nick Gilbert (NG), Suzy Spratt (SS), Sally Windmill (SW), Kim Edgar (KE)

**Invitees:** Sarah Gregory (Clerk)

**Apologies:** Trevor Lee (TL), Yasmin Frampton (YF), Tim Shrewsbury (TS)

Ref.	Item	Comments	Actions
1.	<b>Welcomes and apologies</b>	Meeting was quorate. Welcomes were made and apologies were accepted from TL, YF and TS.	
2.	<b>Declaration of Interests</b>	There were no business or pecuniary declarations made.	
3.	<b>Minutes of previous meeting</b>	FGB Minutes from 25 <sup>th</sup> November 2021 were accepted as a true and accurate record.	<b>CoG signed the minutes as a true and accurate record</b>
4.	<b>Matter Arising from last minutes</b>	<p><i>Fire Alarm Replacement:</i> Initial cabling work was completed during the February half term with further work planned during the Easter break. Additional work will be carried out during the May half term.</p> <p><i>Caretaker Vacancy:</i> School have appointed a new caretaker who carries out ground checks on Mondays and works every afternoon. HT informed the board that the new SBM also has a background in premises, and health and safety.</p> <p><i>Safeguarding Training:</i> Governors were reminded that they must complete Safeguarding training. It was noted that some governors have been unable to login to their National College (NC) accounts. Integra are running another Introduction to Safeguarding in Schools Governor training course on 15<sup>th</sup> June at 6:30pm.</p> <p><i>Safeguarding Audit:</i> The audit must be completed by 1<sup>st</sup> April. HT reported that the first part has been completed and will be sent to the Safeguarding Governor.</p> <p><i>Kitchen Manager Vacancy:</i> HT informed the board that Integra have still been unable to appoint a Kitchen Manager. The Kitchen Manager from another primary school is now working onsite with food being transferred back to their Primary. Integra are continuing to advertise.</p> <p><i>Cleaner Vacancy:</i> School currently have only one cleaner, who is carrying out additional cleaning, but two cleaners are required. Direct Cleaning are advertising but HT informed the committee that they are finding it</p>	<p><b>Clerk to investigate National College issue</b></p> <p><b>Governors to send NC certificates to clerk</b></p> <p><b>HT to send audit to Safeguarding Governor</b></p>

		<p>hard to recruit. A governor suggested investigating whether a Secondary School student would be interested.</p> <p><i>Cost of TA time versus supply teachers:</i> HT informed the board that supply teachers from agencies are very costly, can be difficult to find and do not know the children as well as the TAs. Despite some staff illness due to the COVID, all classes have been kept open by moving staff between classes.</p> <p><b>Q – A governor asked about the staff’s wellbeing and general morale?</b> HT informed the board that it is challenging for everyone, particularly with staff absences adding stress for covering staff. It was noted that there was a feeling of general fatigue. Also with some SMSAs absent there a need to regularly re-organise staff to ensure the full day is covered, which can be exhausting. Governors noted that this is a common feeling among many schools, with higher than usual staff absences. HT stressed that school staff are very flexible and committed to keeping the school running.</p> <p><b>Q – A governor asked if there was a need, and if school don’t have staff and can’t cope, can the governors support in any way?</b> HT reassured that board that it is possible to reschedule or have additional time for some items such as parent’s evening and data drops which allows some respite during more difficult weeks.</p> <p><b>Q – A governor asked if staff who have tested positive for COVID are showing symptoms?</b> HT reported that that a number of staff have been unwell and have been able to stay home. For those staff who are feeling well enough, they can complete their PPA at home and it is possible to attend hybrid meetings.</p> <p>The board expressed that they will continue to be mindful of staff wellbeing. HT stated that the LA are very aware of the situation and that there is a support staff shortage. Andrew Best has very been supportive and understanding of the situation.</p> <p>Governors feel confident that it is a good school and the learning provision is good, despite staff being unwell.</p>	
5.	<b>Committee Reports</b>	<p><i>Teaching &amp; Learning (19/01/22):</i> The meeting on the 16<sup>th</sup> March has been postponed to 30<sup>th</sup> March due to illness. There were no questions on the previous meeting’s minutes.</p> <p><i>Premises &amp; Finance (18/03/22):</i> There were no questions.</p> <p><i>Staffing &amp; Welfare (08/02/22):</i> Governors were aware that there are a high percentage of Pupil Premium children (17 PP with 7 SEN).</p>	
6.	<b>Matter’s Arising from other Committees</b>	<p><i>Legacy Balance of School Fund:</i> HT informed the board that school are buying into Ransom’s Unlocking Letters and Sounds, a DfE validated SSP (Systematic Synthetic Phonics) programme. HT requested using £3K to purchase the associated books – <b>Approved</b></p> <p><i>Schools Financial Value Standard (SFVS):</i> Governors were provided with the SFVS prior to the meeting. The P&amp;F committee recommended approval of the SFVS.</p> <p><b>The Full Governing Board approved the SFVS.</b></p> <p><i>Teachers Absence Insurance Renewal:</i> Governors were provided with insurance details, including amounts claimed previously for comparison, prior to the meeting. Governors noted that not all TAs are covered by</p>	<p><b>CoG to sign the SFVS</b></p> <p><b>SBM to submit SFVS by 31<sup>st</sup> March</b></p>

		the insurance, only the three HLTAs and teachers. It was also noted that COVID is not covered, only long COVID. Keeping the like-for-like policy was recommended by the Premises & Finance committee – <b>Approved</b>	
7.	<b>Mid-year Monitoring of Pupil Performance and Attendance</b>	<p>HT informed the board that the data drop due to take place on 24<sup>th</sup> March had been delayed due to staff illness. It will take place on 30<sup>th</sup> March. HT gave an attainment review at the January T&amp;L meeting.</p> <p><i>Attendance:</i> HT informed the board that COVID is now coded as illness, which results in there appearing to be numerous illnesses. HT reminded the board that school looks at the overall attendance percentage and then at the individual case of any pupils with less than 90% attendance. HT noted that there have been a number of holiday requests, which is expected to be higher than usual. Many schools have been reporting the same.</p>	
8.	<b>Head Teacher's Report</b>	<p>Due to illness the Head teacher's report was not provided. HT provided a verbal update.</p> <p><i>Cotswold Hub Findings:</i> HT informed the board that the visitors came to look at the cultural offer the Pupil Premium children. The CoG has been provided with a copy of their report. Governors congratulated staff on the outcome of the report. Staff reported that the children loved having visitors in school.</p>	
9.	<b>Governor Admin</b>	<p><i>Election of Vice Chair:</i> NK self-nominated for the position of Vice-Chair. NK was unanimously elected unopposed as Vice-Chair. Governors noted that there is a need for formal succession planning.</p> <p><i>Temporary appointment of complaints and Pay panel members:</i> KH joined the Pay Panel and SS joined the Complaints Panel.</p> <p><i>Governor Development Plan:</i> Maxine Winter visited school to help develop the plan.</p> <p><i>Governor Visits:</i> More Governor visits will take place over the coming months. Governors agreed that a visit plan should be defined. Governors will be provided with additional Governor visit information and monitoring forms.</p> <p><i>Monitoring:</i> Governors agreed that each committee needs to determine how they are going to carry out monitoring and have a plan for link governors. Copies of all monitoring reports and visit feedback (report or paragraph summary) should be sent to the CoG. Details and key points will be fed back to FGB.</p> <p><i>CSP Session:</i> As the CSP session during Governor Day was cancelled, governors were keen to reschedule the session for another day, probably an evening. CoG agreed to liaise with the CSP to reschedule the session.</p>	<p><b>Clerk to update Committee List and distribute to FGB</b></p> <p><b>Clerk to add Monitoring item to each committee agenda for Term 4</b></p> <p><b>Clerk to determine governor availability</b></p>
10.	<b>Governor Training</b>	CoG provided feedback following the School Improvement Grant Funding briefing she attended recently. Governors noted that funding will be cut which will have an impact on the school, particularly on school improvement. Governors agreed that there is a need to plan for the reduced funding. Governors were made aware that there is an	

		<p>increased emphasis on schools working together and supporting each other, and that Governors need to consider the future of the school including finding a support school. It was noted that other local small schools are in federation (in pairs) and so are linked, but AHS is not linked with another school. HT informed the board that school will be contacting the CSP for more information, advice and options. Governors expressed the need to look at the challenges and opportunities of each model and determine what is best for school.</p> <p>HT and CoG have attended Ofsted briefing sessions, with the next session next week.</p> <p>KH has attended the SEND &amp; Equalities Act 2010 training and governors were provided with the training slides prior to the meeting.</p> <p>TW has attended Safeguarding Training.</p> <p>SB will be attending the Early Years Foundation Stage Overview briefing in April.</p>	
11.	<b>Documentation/ Policy Review</b>	<i>Terms of Reference for T&amp;L: <b>Approved.</b></i>	
13.	<b>AOB</b>	<p><i>Governor Day:</i> Governors discussed whether governor's day should be held over (possibly) two half-day sessions on consecutive weeks allowing the governors to spend more time in school with the children and monitoring. The FGB could be held one evening prior to Governor's Day.</p> <p><i>Clerk Fees for 2021/2022:</i> The recommended minimum Clerk's Fees were provided prior to the meeting. <b>Approved.</b></p>	
14.	<b>Date of next meeting</b>	<p>Thursday 19<sup>th</sup> May, 7-9pm (Approval of Budget)</p> <p><u>Policies to review at next meeting:</u></p> <ul style="list-style-type: none"> <li>• Managing Medical Needs Policy</li> <li>• Complaints Policy and Procedure Statement</li> <li>• SEND policy and Information report</li> <li>• Teacher's pay and conditions</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>	