



# ALEXANDER HOSEA PRIMARY SCHOOL

'Roots to grow, wings to fly'

## Full Governing Board Meeting Minutes

Wednesday 6<sup>th</sup> July – 7-9pm at School

**Attendees:** Joanna Dent (CoG), Deb Williams (HT), Nev Kingdon (NK), Peter Lloyd (PL), Katy Hillier (KH), Kim Edgar (KE), Yasmin Frampton (YF), Nick Gilbert (NG)

**Invitees:** Sarah Gregory (Clerk)

**Apologies:** Suzy Spratt (SS), Trevor Lee (TL), Tom Williams (TW), Gareth Fielding (GF), Sally Windmill (SW), Tim Shrewsbury (TS)

Ref.	Item	Comments	Actions
1.	<b>Welcomes and apologies</b>	Welcomes were made and apologies accepted from SS, TL, TW, GF, SW, TS. The meeting was quorate.	
2.	<b>Declaration of Interests</b>	There were no business or pecuniary declarations made.	
3.	<b>Minutes of previous meeting</b>	The date of the meeting in the minutes (pg1) should read 19 <sup>th</sup> May 2022. Minutes were corrected and initialled by the Chair during the meeting. FGB Minutes from 19 <sup>th</sup> May were accepted as a true and accurate record, and signed by the CoG.	<b>Clerk to correct date and file minutes</b>
4.	<b>Matter Arising from last minutes</b>	<i>Fire Alarm Replacement:</i> The Community Centre (CC) are aware of the dates needed for access for storage. Item to be monitored by the Premises & Finance committee. <b>Closed.</b>  <i>Kitchen Manager Vacancy:</i> One person has been appointed long term (term length unknown). School are happy with the appointment. <b>Closed.</b>  <i>Cleaner Vacancy:</i> A cleaner has returned to their permanent position following a previous absence. <b>Closed.</b>  <i>Cost of TA time versus supply teachers:</i> Data unavailable at the time of the meeting. <b>Ongoing.</b>  <i>Safer Recruitment Trained Governors:</i> An associate offered to undertake training. Clerk to determine if an associate is able to sit on the interview panel. YF and NK offered to undertake Safer Recruitment Training. Governors were reminded that training is available through the National College and Integra (4 <sup>th</sup> & 11 <sup>th</sup> Oct). <b>Ongoing.</b>  <i>Community Centre Representative:</i> Governors were reminded that the CC committee have requested a governor representative to attend their meetings. Next meeting will take place on 14 <sup>th</sup> September. <b>Ongoing.</b>	<b>Clerk to check and report to FGB</b>  <b>Governor to attend the next CC meeting</b>
5.	<b>Committee Reports</b>	<i>Premises and Finance (16/06/22):</i> The board was reminded that a number of Ash trees will need to be removed due to Ash Dieback, costing around £10K over the next three years. There were no questions.	

		<p><i>Teaching and Learning (11/05/22):</i> Governors were reminded that the last meeting was cancelled due to low attendance and proximity to the FGB meeting. There were no updates for the board, and no questions.</p> <p><i>Staffing and Welfare (07/06/22):</i> The committee discussed transitions, including changes to the two Yr3 classes. HT reported that there had been some anxiety but children appear happy. Transition days take place next week. There were no questions.</p>	
6.	<b>Matter's Arising from other Committees</b>	<p><i>Sports Premium Impact Review:</i> Governors were provided with the Sports Premium Impact Review prior to the meeting. The PE Lead has reviewed the spending of the Sports Premium and governors feel that the funds have been well spent. HT reported that the new plan has not yet been completed, but will be available to view in September.</p> <p><i>Pupil Premium Strategy Statements:</i> Governors were provided with the PP strategy statement for 21/22 (including impact review) and the PP strategy statement for 22/23. School reviewed data with some focus on PP children who do not have SEN. HT informed the board it will be looked again prior to being adding to the SDP.</p>	
7.	<b>Head Teacher's Report</b>	<p>A verbal update was provided to the board by the HT during the meeting.</p> <p><i>Assessment Data and Results:</i> The data was provided to the CoG prior to the meeting. Governors discussed the data and felt the results were excellent. Governors noted that many of the results were above the national average (where national data is known). There was no threshold or national data for the Yr4 Multiplication test.</p> <p>HT reminded governors that writing is moderated by country experts. School also moderate with other schools and within staff.</p> <p>HT reported that the Yr6 SATs were above for all aspects against national data. It was noted that the Yr6 cohort were the most engaged in home-learning during the COVID lockdowns.</p> <p><i>Admissions:</i> HT informed the board that Admissions have started discussions with school regarding the possibility of taking two reception classes for September 2023. HT reported that the LA have confirmed that extra funding (ghost funding) would be provided throughout their time at school.</p> <p><b>Q – A governor asked if the additional admissions would be for just one year?</b> HT informed the board that the situation would be looked at a year at a time. School would consider it, but noted that the problem may be with classroom space.</p> <p>HT reported that Admissions had also asked school to consider having mixed classes of a Yr4 and a Yr3/4 class. HT refused for this September as parents have already been notified of the current changes.</p> <p>HT informed the board that there are appeals are going through for current reception and Yr2.</p> <p>There will be 215 on roll in September, with the new YrR class full, with a waiting list.</p>	<p><b>Clerk to distribute data to FGB</b></p> <p><b>SENCO to provide policy</b></p>

		<p><i>SEN Update:</i> The SENCO informed the board that the SEND Policy and Information Report is being updated and will be brought to FGB in September.</p> <p>Annual EHCP reviews are being completed and written to ensure the child's needs are very clear.</p> <p><i>Exclusions:</i> HT reported that there has been one more exclusion (for two days) for a child previously excluded this year. Support for the child is ongoing.</p>	<b>&amp; report to Clerk when complete</b>
8.	<b>Safeguarding</b>	<p>HT informed the board that the Safeguarding governor has not yet been able to meet with the HT due to work commitments. SB has undertaken Safeguarding training and agreed to dual role with the Safeguarding Governor.</p> <p>It was suggested that the safeguarding planner be worked on during a meeting between the chairs of each committee, the CoG and HT.</p>	<b>CoG, HT and Chairs to meet to define safeguarding planner</b>
9.	<b>Monitoring</b>	<p><i>Feedback from CSP's Monitoring session:</i> Governors felt it was a very useful focussed session. Governor's discussed the CSP's suggestion to take 3-5 items from the SDP. Monitoring planner to be set in September.</p> <p><i>Feedback from Governor Visits:</i> NK informally attended the "Wonderful World" (History, Geography, French, PHSE/RE) staff meeting. It was noted that much time and effort was involved in completing the curriculum maps. HT informed the board that pre-set maps could be used but school preferred to tailor them, resulting in good quality and easy to use maps.</p> <p>CoG met with four new members of staff, including an SMSA, the SBM, the ECT teacher and their mentor. CoG reported that all new members could talk confidently about the school.</p> <p>CoG met with the SENCO to discuss ELSA support. CoG reported that the support was having a positive impact on the children. Governors were reminded that there is one ELSA trained member of staff but school are looking to trained another.</p> <p>CoG attended the Unlocking Letters and Sounds phonics training session.</p> <p>The EYFS Governor (SB) met with the EYFS lead to discuss the new EYFS curriculum and the work to support YrR and Yr1 children's social-emotional needs as a result of the COVID lockdowns.</p>	<b>Clerk to add Monitoring planner to next agenda</b>
10.	<b>GDPR</b>	<p>SBM has attended some GDPR training and will be continuing with training in the new academic year.</p>	
11.	<b>Governor Admin</b>	<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>	<b>Clerk to notify Governor Services of the appointments</b>

		<p><i>Link Roles, Panels and Committee Structure:</i> All governors agreed to continue their roles as previously. SB agreed to be a Deputy Safeguarding Governor having recently completed safeguarding training through work.</p> <p><i>Governor Meeting Dates for 22/23:</i> The board decided to remove the FGB meeting from the Governor's Day in March. Governor's Day will be held on 10<sup>th</sup> March (full school day), with the FGB meeting held on Thursday 23<sup>rd</sup> March 2023 at 7-9pm. The HTPM usually held during Governor's Day will also be removed and held on a date to be determined.</p> <p>Staffing and Welfare committee members agreed to move their meetings to Friday mornings – 7<sup>th</sup> October, 3<sup>rd</sup> February, 16<sup>th</sup> June.</p> <p>The board agreed that all FGB meetings for 22/23 will be held on Thursday evenings.</p>	<p><b>Clerk to update committee grid and distribute</b></p> <p><b>Clerk to update meeting grid and distribute</b></p>
12.	<b>Governor Training</b>	<p><i>Safeguarding Training:</i> Governors were reminded that, as per the latest Keeping Children Safe in Education statutory guidance, all governors must have recent Safeguarding training. All governors were invited to attend the Safeguarding training being held at school on Friday 2<sup>nd</sup> September.</p> <p><i>Safer Recruitment Training:</i> Please see item 4.</p>	<p><b>Clerk to send training reminders</b></p> <p><b>Clerk to obtain evidence of Safeguarding training for each governor</b></p>
13.	<b>Documentation/ Policy Review</b>	<p><b><i>The EIA statement has been read and considered by the board for each policy provided.</i></b></p> <p><i>ECT Induction Policy:</i> Provided by the LA and slightly updated. <b>Approved.</b></p> <p><i>Data Protection Policy:</i> Governor pointed out the policy should state "UK GDPR", not "EU GDPR". <b>Approved</b> (following update)</p> <p><i>Data Protection Impact Assessment Policy &amp; Procedure:</i> <b>Approved.</b></p> <p><i>Complaints Policy and Procedure Statement:</i> Policy was reviewed at the Staffing &amp; Welfare meeting (07.06.22). To be reviewed by the complaints panel for further discussions concerning some inconsistencies.</p> <p><i>Managing Medical Needs Policy:</i> Rolled over.</p> <p><i>SEND Policy and Information Report:</i> Rolled over.</p>	<p><b>Policy to be updated</b></p> <p><b>Complaints Panel to review the policy prior to FGB ratification</b></p> <p><b>Clerk to add to next agenda</b></p>

14.	AOB	Governors briefly discussed how the parent view should be married up to the schools vision and values. HT reminded the board that the school's "ASPIRE" values are covered each term every year, though it was noted that the school's values have not been updated for a number of years.	
15.	Safeguarding & Prevent Quick Quiz	Postponed.	
16.	Date of next meeting	<p>Thursday 15<sup>th</sup> September 2022, 7-9pm, at School.</p> <p><u>Meeting Summary:</u></p> <ul style="list-style-type: none"> <li>• Review and approve SDP</li> <li>• Define Monitoring Planner (and visits)</li> <li>• Headteacher's Report</li> <li>• Agree Policy Review Schedule</li> <li>• Review FGB Planner</li> <li>• Agree and sign Governor Code of Conduct</li> <li>• Update Register of Pecuniary Interests</li> <li>• Read and sign KCSiE statutory guidance</li> <li>• Declare any DBS changes</li> <li>• Update Governor contact details</li> </ul> <p><u>Policies &amp; Documents to review at next meeting:</u></p> <ul style="list-style-type: none"> <li>• Complaints Policy and Procedure Statement</li> <li>• Managing Medical Needs Policy</li> <li>• SEND Policy and Information Report</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>	