



**‘Show me your way, Lord teach me your paths’**

**Almondsbury C of E Primary School**

**Minutes of the Full Governing Body meeting held on Tuesday 29 September at 4pm  
Via Zoom session**

Present:

Mr P Smith	Dr S Church	Mr K Baker
Mr B Osborne	Mrs S Hewson	Mr S Begbey
Mr G Evens	Rev. P Rowe	Mr M Lugg
Mr R Halliwell	Mr P Voual	

	Item	Action
1	<b>Welcome</b> Dr Church welcomed the Governors to the first meeting of 2020/21. He informed the Governors that Mr S Mackie has decided to step down from his role on the Governing Body. Dr Church expressed his gratitude to Mr Mackie for all the work he has carried out during his length of service. There is now a vacancy for a co-opted Governor.	
2	<b>Opening Prayer</b> Reverend Rowe led the Governing Body in prayer.	
3	<b>Apologies for absence</b> Apologies received from Mr N Baykaa-Murray and Ms K Foster.	Clerk
4	<b>Appointment of Chair, Vice Chair and Clerk 2020/21</b> Clerk requested Governors to nominate a Chair and Vice Chair for this academic year. After 7 years as Chair to the Governors, Dr Church has decided to relinquish his role, remaining on the GB as LA Governor. Clerk received nominations to appoint Mr S Begbey as Chair and Mr P Voual as Vice Chair. No other names were put forward. Governors voted unanimously in favour of these nominations and duly elected to appoint Mr Begbey and Mr Voual as Chair and Vice Chair to serve for 1 year on the Governing Body. Mrs T Heaps was elected to serve as Clerk to the Governors. Mr Begbey thanked Dr Church on behalf of the Governors for all the work he has done as Chair of Governors at Almondsbury Primary School, for the amount of work carried out behind the scenes and his part in the Outstanding Ofsted inspection outcome.	

5	<p><b>Registration of Pecuniary Interests</b></p> <p>Mr Begbey asked if the Governors had any pecuniary interests to declare. There were none. Clerk to distribute Pecuniary Interest Forms to all Governors to complete and return for file.</p>	Clerk to collate all forms from Governors and staff and to report any outcomes at the next FGBM.
6	<p><b>Governing Body code of Conduct</b></p> <p>A 2020 version of the Code of Conduct for School Governing Boards was distributed to all Governors prior to the meeting with the Agenda. The National Governors Association has compiled this policy. As a reminder, any confidential matters need be printed on coloured paper, marked 'CONFIDENTIAL' and distributed only to Governors and be kept separate from the minutes. At the end of their term of office, Governors should return all confidential papers to school for shredding. Mr Lugg felt the policy needed to be more personal to Almondsbury Primary School. The Policy is drawn up by the NGA and is universal to all. All Governors agreed and duly adopted the Governing Body Code of Conduct, proposed by Rev P Rowe, seconded by Mr K Baker. Mr Begbey to sign and date the policy.</p>	
7	<p><b>Minutes of the previous meeting</b></p> <p>The minutes of the FGB meeting held on Tuesday 7 July 2020 had been previously distributed to all Governors. The minutes were agreed as an accurate record of the meeting and electronically signed and dated by Mr Begbey.</p> <p>There were no matters arising.</p>	All Govs
8	<p><b>Head's Report</b></p> <p>Head's report circulated with the Agenda. Overview of the points covered.</p> <p><b>Achievement of pupils</b></p> <p>Governors received Key Stage information from the end of March, which was also shared in summer term. Mr Smith reported that the data from the end of March is positive and on track especially for the disadvantaged pupils who made positive progress, in-line with or above that of their peers. Targets for this academic year have been kept the same regardless of school closure due to Covid-19, they are what was expected the children were targeted at for this academic year. Mr Smith reported that the Government are expecting like for like progress for end of KS1 and KS2. This should be maintained. Progress data for 2019/20 sent out to all Governors.</p> <p><b>SEN</b></p> <p>Currently have 13 pupils with EHCP's. We have 3 pupils with EHCP's who are waiting for specialist provision. There are no spaces available at present and they are likely to remain with us this academic year. We have staff agency cover for some of the SEN pupils. They have settled in and are working really well with the children. After 10 weeks we have the opportunity to offer posts without incurring finder's fees if it suits both parties.</p> <p>Mr Smith is the lead Headteacher for the SEN cluster group. Training</p>	All Govs

and support for the group starts Wednesday 30 September.

### **Teaching and Learning**

Curriculum teams have met and completed their action plans. Re-engagement curriculum is going well, especially the 'Here We Are' focus for English. Maths transition units are also going well along with the Well Being and Health & Mental Health activities. Assessments are being carried out to help identify gaps in Maths and English in order to start addressing them and to target any wider gaps in terms of catch up. The catch up learning strategy has been sent out to all Governors. We are to receive £25,120 over the next academic year, first instalment of £6,480 due end of December. From the assessments, Miss Ramli and Miss Winter will work with small groups to reinforce and recover the childrens' learning and understanding.

### **Performance Management**

All but 3 Staff Appraisals have been carried out. Mr Smith to carry out Mrs Leonard's appraisals in her absence.

Mr Smith stated that the children have come back to school with a very positive attitude, they are working well and hard in their class bubbles and are happy to be back in school.

#### **Sports Funding**

Personal challenges have been sent out to the children as afterschool sports clubs are not running at present and the hall out of use for PE. Children are coming into school wearing their PE kits on PE days. PE time has increased as a result of not changing in school. This may continue going forward.

### **Attendance**

There is no attendance data for 2019/20 due to school closure. National figure for attendance for Primary Schools for the first 3 weeks is 87%, our attendance is high at 93.9% for the first 3 weeks.

Mr Begbey asked how this figure compared with previous years. Mr Smith replied that it usually stands at 97% for the first 3 weeks.

Mr Voual asked if this was due to odd days off or self-isolating.

Mr Smith replied, with children now mixing colds set in and bugs picked up easily. A flow chart has been sent to parents to help differentiate between common cold symptoms and those of Covid-19.

Mr Begbey asked if any pupils are shielding. We currently have 2 pupils shielding with one being a Y6 pupil who has not returned due to parental anxiety. Andrew Best is involved and a decision to be made by the parents by the end of this week whether to remain on roll or home-educate. Support is being provided and work being sent home.

4 children have allocated social workers. We have 2 LAC (looked after children) and 2 children with a child protection plan.

Risk Assessments are all up to date. We are now on version 5 as trial of lunches in the hall for Reception children is starting on Wednesday 30 September followed by Year 5 and 6 children.

### **Leadership and Management**

	<p><b>Alliance Hub</b> Virtual meetings have been taking place fortnightly over the summer term and will continue. Action plans have been written with the main focus on development of oracy and measuring the impact of the new curriculum for pupils. This is the focus for the Inset Day in November.</p> <p>As Governors are unable to come into school, Mr Smith reported that monitoring could take place virtually as long as children cannot be seen on screen only staff members. Questions can still be asked of the children. To be discussed in more detail at the S&amp;C meeting in October.</p> <p><b>SEF</b> The SEF has been updated to take into account the current situation and will be discussed at the SLT meeting on Monday 5 October.</p> <p><b>SDP</b> SDP sent out prior to the meeting. Strategy 1 target - by 2020/21 ensuring all pupils deemed to be middle achievers are provided with focus teaching to enable them to achieve expected standard by the end of the key stages. Strategy 2 target – by 2020/21 to ensure all pupils have a better understanding of their well-being and how to cope with anxiety and physical health. Strategy 3 updated with aspects of developing guided reading. This was due to be launched in April, to be launched fully in November.</p> <p>Mr Begbey invited questions on the Heads Report: Mrs Hewson enquired what schools form the Alliance Hub. It is made up of the following Primary Schools - Almondsbury Olveston St Chads Little Stoke Coniston Shield Rd</p> <p>All Governors have received the KCSIE (Keeping Children Safe in Education) document. To email clerk to confirm they have read and understood Part 1 plus the section for Governors and Appendix A. To be received by Friday 9 October 2020.</p> <p>Mr Begbey enquired about Plymouth Brethren children no longer being educated in certain schools. Mr Smith confirmed that this decision has been made by the Plymouth Brethren. The Plymouth Brethren children we had in school left in March when we had the school closure. They would normally have stayed to the end of Y2. Mr Begbey asked if the behaviour of pupils has changed since they have returned from lockdown. Mr Smith said there has been fewer issues, especially since they are all in their own bubbles. Mr Evens reiterated this, the children have settled in well, took a little time to get back into routine but really pleased how they have adapted to being back in school. Mr Begbey thanked Mr Smith for this overview.</p>	<p>Govs to confirm via email to Clerk.</p>
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9	<p><b>Policies to review and approve</b></p> <ul style="list-style-type: none"> <li>• <i>Confidentiality Policy</i></li> <li>• <i>Freedom of Information Policy</i></li> <li>• <i>Data Protection Policy</i></li> <li>• <i>Safeguarding Policy</i></li> <li>• <i>Child Protection Policy</i></li> <li>• <i>Whistleblowing Policy</i></li> <li>• <i>Appraisal and Capability Policy</i></li> <li>• <i>Privacy Notice</i></li> <li>• <i>Charging Policy</i></li> <li>• <i>Home Learning Through Covid Policy</i></li> </ul> <p>There are no significant changes to any of the above Policies. Any changes are highlighted in red.</p> <p>Mr Begbey invited comments on the above Policies. Mr Lugg pointed out some grammatical issues, to be sent to Clerk to address.</p> <p>All Governors agreed to approve the above Policies.</p> <p>Proposed by Rev P Rowe, seconded by Mr K Baker.</p> <p>Mr Begbey electronically signed and dated the Safeguarding and Child Protection Policies.</p>	All Gavs
10	<p><b>Committees 2020/21</b></p> <ul style="list-style-type: none"> <li>• <i>Range of committees – Standing Committee, S&amp;C, FSP, PM/Pay Committee, QA, Appeals. Performance Management</i></li> <li>• <i>Members</i></li> <li>• <i>Review Terms of Reference</i></li> </ul> <p>Mr Begbey ran through the memberships of the above Committees. Governors in agreeance for Mr P Voual to sit on the FSP Committee. Mr Lugg's name to be added to the Foundation Committee. Mr Begbey as Chair to be on the Standing Committee, Pay Committee and Appraisal of HT. Mr Begbey proposed that the Governors remain on their respective committees for 2020/21. All Governors agreed. Chair and Vice Chairs to be appointed at the forthcoming meetings.</p> <p>All Governors agreed the Terms of References subject to amendments being made. FSB to read FSP.</p> <p>List of committees and members attached to these minutes.</p> <p>All Governors agreed with the structure of the Standing Committee, Performance Management and Pay Committee – proposed by Mrs S Hewson, seconded by Mr B Osborne.</p>	
11	<p><b>Governors Responsibilities/Links 2020/21</b></p> <p>Updated list attached to minutes.</p> <p>Mr Begbey asked if Governors were familiar with their class links and what part Governors played.</p> <p>Mr Voual said he was unfamiliar. Mr Baker talked about his link with English and Miss Hake's Y1 class. Can see how the curriculum is being delivered, good opportunity to look into at more depth subject link and how it is delivered. Good to see how the children are responding.</p>	

	<p>Mr Evens commented that it is really good to have a link Governor. They have lots to offer lots, hear readers, extra pair of hands on class. Mrs Hewson explained that Governors are led by the class teacher, in terms of what the teacher would like them to carry out.</p> <p>Mrs Hewson expressed her wish to relinquish her Pupil Premium role and continue with her SEN link.</p> <p>Mr Osborne volunteered to link with Pupil Premium and relinquish his Class link.</p>	
12	<p><b>Governor Fund</b></p> <p>Mr Begbey proposed that the donation be increased to £10 to cover the purchase of gifts and cards for staff members. All Governors approved the increase.</p>	
13	<p><b>AOB</b></p> <p>Teachers pay award to be presented to the FSP at their meeting on 8 October 2020. The FGB are requested to agree that the FSP have the backing of the FGB in their decision making, which will be reported to the FGB in due course. All Governors agreed with this request and gave their full backing to the FSP. Proposed by Rev P Rowe, seconded by Mr P Voual.</p> <p>Mr Smith informed the Governors that he held a Zoom meeting with parents on Friday 25 September to discuss the re-opening of school, giving parents an opportunity any comments they may have. It was very successful with a good uptake and positive comments received. Discussion took place on parents wearing face masks on the school grounds when dropping off and picking up their children. It was decided to put this forward to parents as a recommendation.</p> <p>Dr Church thanked Mr Begbey for taking over the position of Chair and wished him good luck in the role.</p> <p>Confidential AOB item on separate coloured paper.</p>	
14	<p><b>Set Date of Future FGB, FSP &amp; S&amp;C Meetings.</b></p> <p>List of dates for future meetings attached to these minutes.</p> <p>Date of next meeting: Tuesday 1 December 2020.</p>	

Meeting closed at 6.05pm