



‘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 1 December 2020 at 4pm
Via Zoom**

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	Ms K Foster

	Item	Action
1	Welcome Mr Begbey welcomed the Governors to the FGB meeting.	
2	Opening Prayer Reverend Rowe led the Governing Body in prayer.	
3	Apologies for absence None received. Mr Baker joined the meeting at 5.15pm.	Clerk
4	Registration of Pecuniary Interests None recorded.	Clerk
5	Appointment of Co-opted Governor Vacancy Mr Begbey informed the Governors that Mr Baker’s term of office as Parent Governor came to an end on 10 October 2020. With Mr Mackie stepping down from the Governing Body, opening up a Co-opted vacancy, Mr Begbey recommended to the GB that this position be filled by Mr Baker. This, in turn, opens up a Parent Governor vacancy. All Governors were in favour of appointing Mr Baker into the Co-opted role. Proposed by Reverend Rowe, seconded by Ms K Foster. Parent Governor nomination forms were sent out to all parents on Monday 16 November. Closing date, Monday 30 November. Two nominations have been received resulting in a secret ballot taking place. This will close at 4pm on Wednesday 16 December 2020.	

6	<p>Minutes of the previous meeting</p> <p>The minutes of the FGB meeting held on Tuesday 29 September 2020 have been distributed to all Governors. The minutes were agreed as an accurate record of the meeting and to be electronically signed and dated by Mr Begbey.</p> <p>There were no matters arising.</p>	
7	<p>Heads Report</p> <p>Head's report circulated with the Agenda. Mr Smith highlighted the points below:</p> <p>Achievement of pupils – Assessment information. Mr Smith reported that there is currently no assessment data. This will be available at the end of term. Teaching staff have carried out initial assessments to make sure they have the relevant information for catch up purposes. These sessions have started in Reception, Year 2 and Year 6. In Reception, Mrs Carolyn Hill, qualified teacher, who replaced Mrs Clarke in her role as TA for Term 1 is now carrying out catch-up and additional support and has fitted in very well. The pupils are making good progress.</p> <p>School targets – Targets remain the same as those set in September.</p> <p>SEN</p> <p>By the end of this term, Mr Smith and Mrs Duffy will have carried out 8 Annual reviews along with two PEP meetings. Some of the children with sensory needs have received support from the Occupational Therapist. This has been well received by staff and parents, with lots of excellent ideas put in place.</p> <p>Teaching and Learning</p> <p>Curriculum teams are working well on their action plans and are putting in place some of the aspects covered. Mr Smith reported that the virtual visit from Heather Taylor our CSP, (Challenge and Support Partner) went extremely well. Heather supported the KUW team and carried out a deep dive in History. Report from Heather was very positive and complimentary. Topics are flowing well, pupils engaging well in their learning. Black History and Book Week were both very successful.</p> <p>Remote learning - We have had two class closures due to Covid, one being Reception and currently Miss Hake's class. Remote learning is working well. Miss Hake is carrying out three live lessons per day for the children on Maths, English & Phonics and Storytime/singing. Only two pupils are unable to access the lessons due to internet access issues. These pupils are receiving telephone learning with a TA each day and paper copies of the work is being provided.</p> <p>Pupil Premium – Pupils continuing to receive their support, albeit individually due to class bubbles. The concentration is on catch-up needs and Mr Smith reported that it is working really well.</p> <p>Attendance – Attendance remains positive and consistent at 97.3%.</p>	<p>All Gobs</p> <p>Governors to be invited to attend virtual Curriculum Team meetings in January. Curriculum Teams to send out Zoom codes.</p>

Ms Foster enquired if absences due to Covid impact on attendance. Mr Smith replied that it doesn't impact as the children are being counted as being in attendance due to accessing home learning. Specific code provided by the DFE to show the pupils are classed as present is being used.

Pupil Premium attendance is quite low due to illness and self-isolating.

Safeguarding – Mr Smith and Mrs Hewson completed the Safeguarding Audit on Tuesday 17 November 2020. Document, on approval, to be sent to the Local Authority. Mr Smith to go through in more depth during the Safeguarding Training for Governors at the end of the meeting. We currently have four children who have been allocated a social worker of which are two LAC (Looked After Children). Strategy meeting took place last week.

Personal Development – The children are discussing the Values for Life in Collective Worship. This term we are focussing on Respect. New RSE Curriculum will start from January 2021 using a scheme called Facts4Life with a Christian premise. Mr Begbey asked why the school has adopted this scheme. Mr Smith explained that it has a good Christian basis and has one of best and most up to date curriculums. Mr Baykaa-Murray and Mr Allen attended training in July 2020.

Health and Safety - All risk assessments are being updated on a regular basis to keep in line of changes in the guidance and are easily accessible for all staff members. The Local Authority is our current provider for Health and Safety, however they are discontinuing this service from January. Another H&S support provider to be sought.

Leadership and Management – Hub Heads have been holding virtual meetings to work on action plans. On the Inset Day in November we were joined by 5 other schools, looking at deep dives and the wider aspect of subject leadership.

SEF – The SEF was shared in September and document remains the same.

SDP - Action plans to be reviewed in January. Plan on board in staffroom for all to see.

Update of school opening - Mr Smith informed the Governors that so far the cost of covering Covid restrictions is up to £9.5K. The Government have relented slightly in giving more funds, however, unless a school has a deficit budget scenario or less than £10K carry forward they are not entitled to any reimbursement and have to carry the costs. The costs include additional staffing when needed, staff doing extra hours, soap, handtowels, sanitising.

Staff wellbeing – Mr Smith stated that as well as concentrating on the wellbeing of pupils, it is important to ensure that staff morale is kept high and they are happy. Mr Smith held a discussion with Mrs Hewson and Mr Begbey to think of ways to help support the staff.

Ms Foster asked if this has been prompted. Mr Smith replied that this is

	<p>being implemented as a preventative measure and is in place: staff have the availability to leave at least once a week at 4pm, can come in later if necessary where childcare is concerned, Mr Smith is doing lunchtime duties to free up staff and lots of buying of chocolates and biscuits. Mr Begbey invited comments from staff members on the wellbeing of staff in school. Mr Evens stated that workload is heightened especially as standards of the school are high and with the added pressure of the pandemic. It is quite intense, making sure hand washing, sanitising, cleaning of tables is constantly carried out. Mr Baykaa-Murray said the SLT have thought long and hard on how to support staff. Mrs Goode is investigating ways to support staff in respect of marking and those struggling with the expectation of high level of feedback to give children. More verbal feedback is taking place in class as staff cannot take books home to mark.</p> <p>Mr Begbey asked what role the Governors can play in supporting staff. Mr Smith suggested emailing their link teacher to offer support. Ms Foster enquired why the books are marked in school. This is part of the suggested Risk Assessment as any books coming into school would have to be quarantined for 72 hours.</p> <p>Mr Evens felt that most of his lunchtime was taken up with marking books. Mr Smith reiterated that with marking not going home gives a better work/life balance and this must be seen as a positive.</p> <p>A discussion took place on the quality of marking as parents like to see in-depth marking in books. It was felt that whole class feedback for Maths and English was more pertinent for the children and the Marking and Feedback Policy has been amended to reflect the Covid situation. Mr Smith asked Mr Osborne how marking and feedback was being carried out in his school. Mr Osborne replied that it was happening on specific work and on written feedback. He is seeing better feedback from teachers and is more in-depth. There is an on-going worry that if someone comes in that is there isn't enough marking in books.</p> <p>Mr Smith shared on the screen the final copy of the report from Heather (CSP) and are attached to these minutes. The report is very positive and complimentary in all areas. Recommendations are to further strengthen and maintain aspects i.e. quality first teaching and to support the ongoing evaluation process.</p> <p>Dr Church joined the Computing team for their deep dive and Mr Lugg to join the RE deep dive on Thursday 3 December. Mr Halliwell to join PE deep dive on Friday 29 January and Mr Baker and Mr Begbey to join the English deep dive on 1 February 2021.</p> <p>Governors to feedback into Governors meetings.</p> <p>There were no questions raised on the Head's Report.</p>	
10	<p>Policies to review and approve</p> <ul style="list-style-type: none"> • <i>Pay Policy (already seen by the FSP committee)</i> • <i>Behaviour Policy</i> • <i>Anti-Bullying Policy</i> • <i>Complaints Policy</i> • <i>English Policy</i> • <i>Mathematics Policy</i> 	<p>Policies to be published on the school website, apart from the Pay Policy.</p>

	<p>Mr Begbey invited questions on the above Policies. Queries in grammar highlighted by Mr Lugg have been amended by Mr Smith.</p> <p>All Governors approved the above Policies, proposed by Mr B Osborne, seconded by Mr K Baker.</p>	
11	<p>Finance, Staffing and Premises Report</p> <p>Mr Voual, Chair of FSP informed the Governors that the FSP Committee held a virtual meeting on 26 November 2020 and highlighted the following points –</p> <p>Revised Budget</p> <p>In-year surplus of £33K with a B/F figure of £48K, surplus C/F of £80K. Overspend of £2k due to Covid expenditures.</p> <p>Discussed if the surplus was too much. The cap is 8% of the current in-year Revenue Income budget (£127k) – surplus can be spent on Capital or Revenue items.</p> <p>Looked at Funding Formula Allocation, Option 2 selected by HT – all options provided the same overall funding from the LA. Extra £73k compared to prior year (must spend by April 23 2021)</p> <p>Allocation this year increased for South Glos schools compared to prior year. Almondsbury has one of the highest % increase YOY, as the school was funded so poorly in the past.</p> <p>The Revised budget was agreed by the FSP, proposed by Mr Halliwell.</p> <p>The FSP agreed to spend £6K on mesh fencing along the KS2 playground area going past the gate and £6k on new railings at the front of the school.</p> <p>Quotes being obtained for a sheltered area for group activities.</p> <p>We have four agency staff who have now moved onto the payroll. We no longer pay high agency fees. (£1.5k pa per teacher additional cost) and the staff gains extra £20 per week.</p> <p>FSP agreed the Pay Policy proposed by Mr Halliwell, to be approved at the FGB.</p> <p>Discussion took place on the ASC provision.</p>	<p>Work to be carried out during half term in February.</p>
12	<p>Standards and Curriculum Report</p> <p>Ms Foster, Chair of S&C informed the Governors that the S&C Committee held a virtual meeting on 2020 and highlighted the following points –</p> <p>Curriculum presentation received from Miss Hake, Mrs Goode and Mrs North from the English team. Ms Foster commented on how much work goes on in school as well as teaching on developing, revisiting and commended the staff for all their hard work. Mrs Goode spoke about high quality vocabulary with Wonderful Words running with South Glos. New books have been purchased for KS1.</p> <p>All children to have access to Reading Stars.</p> <p>Staff are working on the love of reading for children. Deep dive took place earlier this year and was positive.</p>	

	<p>Mrs Duffy is ensuring that all SEN children are maintaining and achieving in their learning. There have been challenges with professionals coming into school impacted by Covid.</p> <p>Mrs Duffy and Miss Wingett attended a workshop on autism.</p>	
	<p>Chairs Report</p> <p>Mr Begbey asked the Governors for their opinion on linking with another school should the opportunity arise.</p> <p>The following criteria/points were proposed by Governors in relation to any future agreement with other schools:</p> <ol style="list-style-type: none"> 1. The agreement should be of benefit to all parties involved, both Almondsbury Primary and the third party. 2. There should be a clear benefit to both staff and pupils at Almondsbury 3. The agreement should lead to improved practice and an opportunity to share best practice 4. The Governors of Almondsbury Primary have a responsibility to Almondsbury Primary first and foremost and any agreement must not degrade this responsibility. 5. Adequate resources would need to be provided to ensure that any additional responsibilities and work on Almondsbury staff was sufficiently covered. <p>Mr Baker reiterated that as discussed before, it is good to share practises and .a good opportunity for the staff in their professional development which in turn benefits the children. The practice has to show clear benefits. This was backed up by Mr Evens, Mr Baykaa-Murray and Mr Halliwell.</p>	<p>Governors agreed to hold future discussions with the LA on partnership if requested.</p>
	<p>Governor Training and Reports</p> <p>Ms Foster attended Head Teachers Pay Review training in September.</p> <p>Mrs Hewson attended Safeguarding for Governors, Recovery Curriculum and Covid guidance.</p> <p>Mr Begbey attended Chair of Governor Training.</p> <p>Mr Begbey requested a brief overview via email on key learning points from training received.</p>	
	<p>AOB</p> <p>Mr Smith asked the Governors to send in new photo's of themselves in order to update the school website.</p> <p>PA Wish List</p> <p>PA have provided a wish list to raise money in order to purchase items for the school. List was sent out to Governors prior to the meeting.</p> <p>The Governors were all in favour to support the PA in their fund raising and approved the go ahead, proposed by Ms K Foster, seconded by Mr M Lugg.</p>	
	<p>Safeguarding Training</p> <p>Mr Smith provided an update on Safeguarding Training for all Governors, including changes to KSCIE 2020 document.</p>	

The meeting ended at 6pm.