



‘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 23 February 2021 at 4pm
Via Zoom**

Present:

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| Mr P Smith | Dr S Church | Mr B Osborne |
| Mr S Begbey | Mrs S Hewson | Mr M Lugg |
| Mr G Evens | Rev. P Rowe | |
| Mr R Halliwell | Mr N Arshad | |

| | Item | Action |
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| 1 | Welcome Mr Begbey welcomed the Governors to the FGB meeting and welcomed Mr Nadeem Arshad, newly elected Parent Governor. | |
| 2 | Opening Prayer Reverend Rowe led the Governing Body in prayer. | |
| 3 | Apologies for absence Mr P Voual. Ms K Foster and Mr K Baker were absent from the meeting. | Clerk |
| 4 | Registration of Pecuniary Interests None recorded. | Clerk |
| 5 | Minutes of the previous meeting The minutes of the FGB meeting held on Tuesday 1 December 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. Matters arising Mr Lugg pointed out the date of the S&C committee meeting was missing from the S&C section. Clerk to amend. | |

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| 6 | <p>Heads Report Head's report circulated with the Agenda. Mr Smith highlighted the points below:</p> <p>Achievement of pupils – Assessment information.</p> <p>Mr Smith shared on the screen the assessment data from the Autumn Term which was sent out with the agenda and highlighted the following.</p> <p>Year 1 pupils are lower than where they would have been expected to be currently. With missing out during the Summer Term, plans were put in place to ensure the children were ready to access the National Curriculum. Y1 teachers looked at the EYFS objectives so children were secure before moving on. Mrs Hewson enquired what percentages should the children be on. Mr Smith replied usually between 26-32%. Our data is comparable within the hub and information from the DFE shows that the younger children have not made the greatest amount of progress as foundations weren't in place for them to build on. Mr Smith reported that the children were developing quite well before the partial closure and lockdown and is very pleased with the amount of engagement from children and parents with regard to remote learning.</p> <p>Year 2 pupils are more in line with where we would expect them to be, only slightly down at 24 – 25%. They would be expected to be at 26-32%, so the difference isn't that great. Catch up during the Autumn Term worked well. All children in Year 2 undertook the phonics test in December and our result was 93%, same as previous years. Just 3 children didn't achieve the pass mark, these are two children with EHCP's, of which one child joined the school in September and missed the whole of Year 1 and another child missing out by one word. Mr Smith commented that the children have done brilliantly in terms of catch up.</p> <p>KS2. Mr Smith reported that in some areas, the children are where they are expected to be. Area to concentrate on is writing as there are a large amount of objectives to reach in this area. This has been witnessed during lockdown in terms of the quality of writing coming back from the children and will be the main focus when the children return to school in March.</p> <p>There were no questions raised on the assessment information.</p> <p>SAT's and assessments in primary schools will not be taking place this year. Internal assessments will be carried out. Year 6 pupils will work on past SAT's papers in readiness for secondary school. Year 1 pupils will have phonic tests, again from a past paper so we have a baseline for Year 2 and assessments will be carried out in EYFS for their transition into Year 1.</p> <p>SEN No change from the last report. We have two more LAC (Looked After Children). The PEP meetings took place during Term 3. Paper work has been quality assured and</p> | All Govs |
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seen as outstanding by the two Local Authorities reported to. EHCP annual review also took place during Term 3. Top up funding has been applied for from Bristol County Council for one of the LAC children as an EHCP will be needed.

Interviews took place via Zoom on 11 February 2021 carried out by Mr Smith, Mrs Hewson and Mrs Duffy for two EHCP vacancies. The candidates who applied are currently agency staff working with these children in the Cwtch and were both successful in being appointed. Start date to be confirmed.

Teaching and Learning

Curriculum teams have been working on their action plans and are implementing some of the aspects being covered.

Mr Smith informed the Governors that he, Heather Taylor, CSP (Challenge and Support Partner) and Jo Briscoombe from the LA, wrote a Quality Assurance Framework document for Remote Learning. This was sent out to all schools in the Local Authority. Reported that many schools have used this document and have found it a really useful tool to evaluate their remote learning.

SLT team looked at Almondsbury Primary School's offer on remote learning and evaluations were carried out. Responses carried out by Mrs Duffy, SEN, Mr Baykaa-Murray, Pupil Premium, Mr Smith, Teaching and Learning and Safe Guarding, Miss Wingett, EYFS. For full details, please see the report.

Monitoring – Mr Smith informed the Governors that he has joined, via Zoom, all classes and all teacher's lessons and is taking Worship 3 times a week for the key phases alongside Rev. Rowe. Reported that quality of teaching is strong, as expected.

Mr Smith encouraged Governors to join in on lessons to enable them to see how teachers are teaching and how the children are engaging. He shared a timetable of sessions with the Governors and each in turn, put their preferences down. Mr Smith to email out the timetable to all Governors and staff.

Deep dives were carried out during the Autumn Term by the RE and Computing teams. Full report sent out with agenda. History deep dive carried out by Heather Taylor was very positive and previously shared with Governors.

Remote learning -

Mr Smith reported that the engagement throughout the Autumn Term has been really good.

Book Scrutiny is really strong and of good quality for the majority of the children. There is a slight dip in writing for boys, which will be focused on when the children return to school. An oracy project is being implemented, concentrating on speaking and listening activities to engage the boys to enable them to build into their writing.

During the Autumn Term and during lockdown, catch up sessions continued for Years 1 and 2 and Years 5 and 6. These will be continued

in school to ensure the children remain on track and to identify and reduce gaps in learning. Remote catch up sessions for KS1 haven't been as successful as that for KS2 but teachers have persevered. Mr Smith stated that the quality of remote learning has been great, with fantastic engagement and many of the children submitting work. Everything has been put in place ready for the children to start back on 8 March. He commended the staff for all the hard work they have carried out throughout the recent lockdown.

Attendance

Attendance for the Autumn Term was good at 97.5%. Over the 7 week period of lockdown we have had up to 75 children in school each day. Attendance reporting is currently suspended and is not forming part of the national figures, however, we will continue to monitor attendance once the children return full time. A letter regarding the return to school on Monday 8 March is being emailed out to all parents/carers on Wednesday 24 February.

Safeguarding

Children, both at home and remotely took part in Safer Internet Day activities on 9 February 2021.

Health and Safety

Risk assessments were updated in January and there is a new one in place ready for the children on their return to school. Mr Halliwell enquired about the new H&S provider and would there be an annual review. Mr Smith reported that we are receiving regular updates from Delegated Services. No information presently regarding the review.

Leadership and Management

Professional Development and External Support.

Training has taken place for the English, History and Geography leads. SDP has been evaluated and the SEF updated. Heather Taylor has used ours as a model of good practice which is to be shared within the Local Authority. To be sent out with the minutes.

Surveys

Pupil, Parent and Staff surveys were sent out to all at the beginning of January on our remote learning offer. These are anonymous surveys and Mr Smith shared the results on the screen. The vast majority of responses from the surveys were very positive with lots of praise and positive comments from parents and pupils. School has taken on board screen free time on Friday afternoons for family interaction and wellbeing/mental health. Mr Smith stated that he recognises that parents are trying to juggle home learning alongside their own jobs and it would benefit having time out for family interaction and activities or catch up.

Mr Begbey asked Mr Smith if anything in particular has been highlighted as a result from the surveys. Mr Smith reiterated that aspects for mental health and wellbeing has been implemented with the screen free time

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| | <p>and wellbeing week at the beginning of February.</p> <p>Mr Evens stated that everyone learnt as they went along, had good communication with parents and children with the newsletters that were sent out. Felt everyone adapted well and all staff should be really proud of what has been delivered.</p> <p>Mr Smith informed the Governors, to say 'thank you' to the children for all their efforts over the last few weeks, each child during half term was sent a gift of a book, helped by a grant received from Almondsbury Hospital Charity. Mr Smith also purchased gifts (books) for staff to read to recognise their efforts too.</p> <p>Mr Arshad enquired if it was evident during home learning if any parents weren't as supportive of their children or able to due to work commitments. Mr Smith confirmed that attendance records were kept, records of work submitted kept. Staff emailed parents and welfare calls were made.</p> <p>Mrs Hewson enquired if other schools have completed these surveys. Mr Smith replied that he devised these surveys as part of the remote learning offer and they were sent out to other schools and confirmed that the majority of schools in the hub have used them.</p> <p>Mr Begbey commented that the surveys were very helpful and was a good indication on how Parents, Pupils and staff are feeling and very pleased with the positive outcomes. Mr Begbey thanked Mr Smith for his report.</p> <p>There were no questions raised on the Head's Report.</p> | |
| 7 | <p>Policies to review and approve</p> <ul style="list-style-type: none"> • Medical Needs Policy • PSHE Policy • Assessment Policy • Whistleblowing Policy • Attendance Marlwood Cluster Policy <p>Mr Begbey invited questions on the above Policies. None received. All Governors approved the above Policies, proposed by Mr B Osborne, seconded by Rev. P Rowe.</p> | Policies to be published on the school website. |
| 7 | <p>Chair's Report</p> <p>Mr Begbey inquired if Mr Smith or Governors had any comments/responses to the Government's announcement on pupils returning to school on 8 March. Mr Smith responded by saying that the guidance and conditions received was just the same as what was received previously. Letter to parents outlining the start back is all contained in the letter with regard to staggered times, PE, lunchtimes, book bags, books etc.</p> <p>Clerk to send copy of letter and updated risk assessments out to all Governors.</p> | |

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| 8 | <p>Finance Staff and Premises Report</p> <p>In the absence of the chair of the FSP committee, Mr Begbey reported to the Governing Body.</p> <p>School budget remains in a healthy financial position. Expected carry forward to the next financial year of approximately £80K.</p> <p>Policies</p> <ul style="list-style-type: none"> • Best Value Policy • Anti-Fraud and Corruption Policy • Financial Procedures Policy • Purchasing Policy • Schedule of Delegated Authority <p>The above policies were reviewed at the FSP meeting on Tuesday 4 February. All Governors formally approved the policies, proposed by Mr Begbey, seconded by Dr S Church.</p> <p>Mr Begbey to sign and date the Best Value Statement 2020 and Purchasing Policy.</p> <p>Considerations regarding the afterschool provision to be discussed at the next FSP meeting.</p> | |
| 9 | <p>Standards and Curriculum Report</p> <p>In the absence of the chair of the S&C committee, a full report was not available.</p> <p>Mr Evens informed the Governors that a presentation was given by Mr Garcia and Mr Evens from the Maths team. He stated that many things have been put in place and adapted for the current lockdown for example focus on times tables and on Rockstars and Numbots. Please see attached minutes for the full presentation.</p> <p>Mrs Hewson suggested that minutes of the FSP meetings and S&C meetings to be circulated to all Governors in future for preparation of the FGB meeting. This was agreed by Mr Begbey.</p> | |
| 10 | <p>AOB</p> <p>Mr Smith informed the Governors that he has been approached by Andrew Best from the LA to support and mentor an acting head teacher for one day a week during the summer term.</p> <p>Mr Osborne enquired if it was a Catholic School. Mr Smith replied it is a Catholic school in Patchway. Mrs Hewson enquired how many days a week is the support for. Mr Smith replied, could be one day a week or 2 afternoons per week, not on set days but as the need arises. Similar plans to be put in place from when Mr Smith supported Gillingstool School, to ensure cover at Almondsbury. Mr Smith meeting with Andrew Best and current Head on Wednesday 23 February.</p> <p>SB invited comments from the Governing Body. None received.</p> | |

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| | <p>Mr Evens informed the Governors that his term of office comes to an end on 21 March 2021 and this is to be his last meeting. Mr Begbey thanked Mr Evens for his time on the Governing Body.</p> <p>No other business to discuss.</p> | |
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The meeting ended at 5.25pm.