



'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 11 May 2021 at 4pm
Via Zoom**

Present: Mr P Smith Dr S Church Mr M Lugg
 Mr S Begbey Mrs S Hewson Mr K Baker
 Mr N Baykaa-Murray Rev. P Rowe Mr P Voual
 Mr N Garcia Mr N Arshad

	Item	Action
1	<p>Welcome</p> <p>Mr Begbey welcomed the Governors to the meeting. Mr Garcia was welcomed onto the Governing Body as Co-opted Governor, replacing Mr Evens whose term of office came to an end on 21 March 2021. Discussed and agreed that both Mr Arshad and Mr Garcia to sit on the Standards and Curriculum Committee. Next meeting taking place on Tuesday 25 May 2021.</p>	
2	<p>Opening Prayer</p> <p>In the absence of Rev Rowe, Mr Begbey led the Governing Body in prayer.</p>	
3	<p>Apologies for absence</p> <p>Apologies for absence received from Rev Rowe, Mr Osborne and Mr Halliwell. Ms K Foster did not attend the meeting.</p>	Clerk
4	<p>Registration of Pecuniary Interests</p> <p>None recorded.</p>	Clerk
5	<p>Minutes of the previous meeting</p> <p>The minutes of the FGB meeting held on Tuesday 23 February 2021 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>Matters arising</p> <p>There were no matters arising.</p>	

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 reported that throughout the Autumn term all children were back in school apart from the Reception and Year 1 classes who had a 2 week bubble closure.</p> <p>Remote learning took place throughout the Spring term, apart from keyworker children, the vulnerable and those with EHCP's who attended school. The work submitted was given an estimated assessment of retention of learning based on assessments when the children were in attendance back in mid-March. The assessments are the best reflection of the children's abilities due to the many disruptions and different factors within the home setting we can provide. We recognise certain limiting factors of remote learning.</p> <p>The children are making positive progress, especially in reading and maths, with the weaker area being writing, particularly in Year 1. Quantity and quality of writing could not be seen from the work submitted through remote learning and is now a main focus in school.</p> <p>Mrs Hewson enquired what BELG and CELG in the Pupil Premium column stood for? Mr Smith replied that these children haven't yet achieved 15% of the objectives and are still working at EYFS level. CELG stands for Consolidating Early Learning Goals, BELG - Beginning and SELG – Secure.</p> <p>Y2 children attainment has similarities between reading and maths progress and generally lower in writing progress across the board apart from the more able who are on track. Writing in Year 3 is not as weak and progress in maths is positive. Y4 reading and writing very similar across the board. Y5 are a weaker cohort in terms of attainment, especially in maths. Pupil progress meetings have been taking place for Y6 and the pupils are more or less on track to make target for the end of the year.</p> <p>In Reception, the majority of areas of EYFS has seen progress or have been maintained apart from space, shape and measure. These are practical areas and were difficult to assess during remote learning. This is being addressed and focussed on since the children have been back in school and progress has been made. Mr Smith reported that we have a weaker cohort this year, especially in the younger children with regard to self-care, making relationships, listening and attention. Implementation of the Oracy Project is aiming to help development for speaking, listening and attention.</p> <p>Top up funding has been successfully achieved for a child in Reception, therefore, Ms Carolyn Hill has moved from part time to full time for 1-2-1 support. She has been replaced by an agency worker (who is a qualified teacher) who will continue to the end of the academic year to support interventions and catch up.</p> <p>Y2 and Y6 pupils will be assessed using past SATS papers to aid next steps for transition into KS2 and KS3. Y6 starting week beginning 17 May, Y2 in June.</p>	All Govs
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Y1 pupils will be having regular assessments and will take a past phonic check. Phonics has remained strong and was a big focus during remote learning.

SEN

Successfully applied for top up funding for child in Reception. Mrs Duffy will be completing EHCP needs assessment forms for full funding, required as child moves up through the school.

Teaching and Learning

Mr Smith has been carrying out drop-ins. Appraisals due end of this term, into beginning of term 6. To report back at the end of the year.

Subject monitoring using the 'deep dive' method are starting to take place this term with HeartSmart and PSHE on Thursday 13 May and PE on Wednesday 20 May. Term 6 will see Writing and Science. Report will be provided at the next S&C Committee meeting and FGB meeting.

Curriculum

Mr Smith reported that pupil's engagement was really strong in lockdown and since the return on 8 March 2021. Much of the curriculum has been maintained during this time. Arts week was very positive with some excellent work produced.

'Catch-up' Learning

Miss Ramli, Mr Allan and Miss Winter are continuing with catch-up sessions with the main focus being on Years 1, 3 and 5.

Remote Learning

Provision is still in place for remote learning should there be bubble closures. We have not had to close a bubble this term.

Pupil Premium

Pupils continuing to receive support, individually, due to being in bubbles.

Use of Sports premium funding

The funding is guaranteed this year for the development of skills for pupils in years 3 and 4. Unsure if this funding will continue. We have plans to upgrade the package to the Real Legacy Package with training taking place during the Inset Day on 3 September 2021.

Attendance

Our attendance is good at 97.5%. Attendance is being tracked but due to lockdown we will not be reporting back to the DFE at the end of the academic year. We only have 7 pupils under 90% attendance. No term time absence has been recorded due to families unable to take holidays.

Mr Begbey enquired if we can foresee any term time absence requests.

Mr Smith stated that due to Covid, some parents have seen holidays cancelled and are having to be rearranged out of their control.

We have received 44 accepted applications for Reception children for this September.

Mr Begbey asked if the number of applications for Reception places this year is lower than in previous years.

Mr Smith informed the Governors that Charlton Wood Primary Academy in Patchway has seen an increase in intake for those families that live in the Patchway area. Therefore, this has had an impact in numbers of first choice applications for Almondsbury.

Safeguarding

We currently have four children who have an allocated social worker. The PEP's have been created and are reviewed on a termly basis. These have been graded as outstanding by South Gloucestershire and Bristol Council. Mr Smith informed the Governors that he is on the Governing Board of the South Gloucestershire Virtual School for Children who are Looked After.

Personal Development

Mr Smith reported that the Year 5 and Year 6 children have created a great display using post it notes for the #Too much selfie isn't healthy, linked to Heartsmart.

Health and Safety

Successful fire drill took place during term 4. Mr Smith and Mr Halliwell met with our new Health and Safety providers, Delegated Services, on Tuesday 27 April to learn about the services they provide.

Leadership and management**Staffing issues**

SENCo position re-advertised as a part time post. This has generated more interest and we have received more applications. Interviews taking place on Wednesday 12 May, interviewing 5 candidates.

Interviews taking place on Friday 14 May for the part time class teacher post. 4 candidates to be interviewed. This post is to work alongside Miss Moore as a job share.

Miss Ramli is going to increase her hours in order to fulfil the full time post which has now become available.

Mr Smith put a plea out to the Governors to share the responsibility of sitting on interview panels in the future. Mrs Hewson agreed that it would be good to have other Governors aiding with interviews.

Professional Development

Curriculum Development - Mr Garcia and Mr Evens hosted staff meeting on working walls in Mathematics. Oracy Project and Give me 5 has been launched and information given to parents in Newsletter No 29 on 26 April. Introduction to Oracy Project started with the pupils and parents. This is focussed on conversation contracts and active listening called Give me 5. A difference in oracy development has been evident in the children in terms of engagement. Whole class Guided Reading system that was introduced back in September is going well.

Alliance Hub

The Alliance Hub is working on a Governor project, with which Mrs Hewson has been involved in. Meeting taking place next week to share materials which are linked to Governor monitoring and being trialled during terms 6 and 1. This information will help support all Governing Bodies across the 3 hubs.

Governors Involvement

Mrs Hewson, Mr Lugg and Rev Rowe held a pupil conference for Worship. Mrs Hewson said it was really positive. Findings - children really missed all being together in the hall and can't wait to have Worship together as a whole school. It was evident that the children valued each other's company. The children had retained and had a good understanding of the Easter story and Trinity and how it applies to their lives.

SEF has been updated in relation to Covid-19 and sent out to Governors with the Agenda.

	<p>SDP has been updated and sent out with Agenda. Strategy 1 is slightly out of kilter as all about progress, this will be looked at during term 6. Rest of the strategies working and developing well.</p> <p>Staffing structure for 2021/22 Mr Smith shared on screen the proposed staffing structure for 2021/22. Staff are aware of the structure and has been well received. May change due to circumstances.</p> <p>Mr Begbey thanked Mr Smith for his report and invited questions.</p> <p>No questions were raised.</p>	
7	<p>Policies to review and approve</p> <ul style="list-style-type: none"> • Equal Opportunities Policy • CPD Policy • Staff Grievance Policy • SEN Policy • Feedback and marking Policy • Health and Safety Caretaker Policy • Health and Safety Policy • Lone Working Policy and risk assessment • Exclusions Policy and Guidance • SFVS return form to approve <p>KUW Policy on Agenda will be reviewed at the FGB meeting in July as awaiting updates regarding EYFS changes.</p> <p>Mr Smith to make changes/alterations highlighted by Mr Lugg.</p> <p>Mr Begbey asked if Governors had any questions regarding the Policies.</p> <p>Mr Arshad enquired where the Policies originate from, how they are developed and created.</p> <p>Mr Smith stated that most of the Policies are model Policies from the Local Authority which we adopt, for example H&S Policy, Lone Working Policy, Exclusions Policy. The Curriculum Policies are school based and are our policies that the curriculum leaders have written and are updated with any legislation changes, changes from the DFE and changes in the curriculum. These are generally standard across schools. Any changes to policies to be approved are shown in red to make recognisable.</p> <p>The above policies were agreed and approved by the Governing Body. Proposed by Mr Baker. Seconded by Mr P Voual.</p>	Policies to be published on the school website.
8	<p>Finance Staff and Premises Report</p> <p>FSP Committee met on 4 May 2021. Minutes previously sent out to all Governors.</p> <p>Mr Voual provided the Governors with an update on the Budget for 2020-21 and 2021-22.</p> <p>Points below: Expected carry forward of £90k. Can carry forward a maximum of 8%.</p>	

£4.5k capital funding for the year to be spent on major projects. If this money isn't spent it can be carried forward over the next 3 years.

Budget 2021-22

Mr Voual informed the Governors that the revenue is based on a funding formula linked to the number of expected pupils on intake and expected costs on average over the last 3 years.

Additional expenditure of £15.5k approved. Expected to have a surplus of £30k in year balance and when added to the C/F, expected to end the year with approx. £121k to carry forward into 2022/23. This is putting us in a very positive position to be in financially.

Mr Smith reported that expenditure of £5k for continuing to support the new curriculum, £6k for IT hardware, £3,900 additional TA hours, for improved support for pupils re personal development and well-being, £3,500 to maintain supply cover and £2100 for maintaining staffing costs for Maths and English leads have all been included in the budget.

Also included in the budget are any additional costs with regard to cleaning materials etc should we go into further lockdowns.

Mr Smith stated that we need to be aware that pupil numbers may decrease, which in turn affects funding received.

The Government previously contributed to increases in National Insurance, pensions and pay rises. Teaching and non-teaching staff will not be receiving a pay rise this academic year.

Due to contributions being ceased and additional funding received, we received £140K to level up funding. This was a one-off payment. Mr Smith said that, although we are in a good positive position currently, need to be aware that we are forecast to enter a deficit in the coming years and need to be mindful of this.

Mr Voual invited questions on the Budget report.

Mr Begbey reiterated that a decrease in pupil numbers due to the school in Charlton Wood, Patchway that opened in 2019 could be a risk factor in income. Half of our cohort comes from the Bradley Stoke/Patchway area. This could be a serious risk factor in funding.

Mr Voual recommended the Budget 2021-22 to all Governors.

All Governors duly agreed to approve and ratified the Budget for 2021-22.

Proposed by M P Voual.

Seconded by Mr M Lugg.

Document to be electronically signed by Mr S Begbey, Chair of Governors.
Head to submit to Schools Finance.

SFVS

Mr Begbey asked Mr Smith to explain to all Governors what the SFVS document is, and the role Governors play in it.

Mr Smith stated that this is a document that the school has to do every year which needs to be approved and sent into the DFE. It is a self-evaluation tool, that helps schools and Local Authorities meet the standards for good financial standards in schools. To ensure that we are following the Terms of Reference, Governors are monitoring and reported on funding linked to the SDP, ensuring that value for money is being sourced, Pecuniary Interest information collected

	<p>at the start of each academic year.</p> <p>All Governors duly approved the SFVS.</p> <p>Proposed by Mr Begbey. Seconded by Mr Hewson. Head to submit SFVS to the LA on Wednesday 13 May 2021.</p>	
9	<p>AOB</p> <p>ASC</p> <p>Meeting scheduled for Mr M Lugg and Mr R Halliwell to meet with the provider of the ASC provision on 19 May 2021 regarding concerns and issues raised by parents.</p> <p>No questions raised. No other AOB items.</p>	
10	<p>Date of next meeting</p> <p>Tuesday 6 July 2021, where it is hoped that Governors can meet in person.</p>	

The meeting ended at 5.35pm.