



**‘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 6 July 2021 at 4pm  
Via Zoom**

Present:

Mr P Smith	Dr S Church	Mr M Lugg
Mr S Begbey	Mrs S Hewson	Mr N Garcia
Mr N Baykaa-Murray	Rev. P Rowe	Ms K Foster
Mr R Halliwell	Mr N Arshad	
Mr P Voual	Mr K Baker	

	Item	Action
1	<b>Welcome</b> Mr Begbey welcomed the Governors to the last FGB meeting of this academic year.	
2	<b>Opening Prayer</b> Reverend Rowe led the Governing Body in prayer.	
3	<b>Apologies for absence</b> Apologies received from Dr S Church. Mr B Osborne did not attend the meeting.	Clerk
4	<b>Registration of Pecuniary Interests</b> None recorded.	Clerk
5	<b>Minutes of the previous meeting</b> The minutes of the FGB meeting held on Tuesday 11 May 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 on behalf of Mr Begbey. The minutes of the Extraordinary FGB meeting that was held on 24 May 2021 were also agreed as an accurate record of the meeting and to be electronically signed and dated on behalf of Mr Begbey.  <b>Matters arising</b> No matters were raised on either minutes.	

<p>6</p> <p>4.25pm</p> <p>Q</p>	<p><b>Heads Report</b> Head's report circulated with the Agenda. Mr Smith highlighted the points below:</p> <p><b><u>Achievement of Pupils</u></b> <b>Assessment information</b> – Mr Smith informed the Governors that assessment information for the end of the year will be made available in September as the assessments for the end of the year are being analysed as only completed on 2 July. Year 2 children have been unable to complete practice SATs due to Mrs Leonard's class having to self-isolate. Mrs Leonard is teaching her class remotely from home along with 10 children from Mr Garcia's class who are also self-isolating. Practice SAT's hoped to be completed by the end of week beginning Monday 12 July. Year 6 results for practice SAT's are very strong, especially in reading, with writing slightly down as expected. The Greater Depth children have maintained progress in writing and maths. Reading has increased by 13% despite the disruption of lockdown. Disadvantaged, SEN &amp; EHCP children achieved as expected. Guided Reading implementation across the whole school has had a massive impact, focussing the children's minds on key skills for reading. Mr Garcia reiterated that Guided Reading has helped massively, previously, children used to read once a week, now they are reading every day. The stronger readers are helping out the less able. Children sat their first reading paper last week, with the results looking strong. Y1 children have sat past phonics checks. 90% were past the threshold with one child missing by 1 and two children missing by 4. Phonic checks will be carried out in the Autumn term in Y2. We are predicted to achieve 95%, National Average sits at 84% from 2019. Mr Smith reported that the Government are raising the target next year to 95%. Next year's results may not be as strong, especially as we have 5 children with EHCP's entering Year 1 next year. Catch up sessions have been working well with a strong focus on phonics and reading in Y1. Ms Foster stated that for Y1 pupils to have met their target is fantastic, especially due to the impact of learning due to Covid and lockdowns. Commended the children and parents for their commitment in home learning.</p> <p>Mr BM arrived at the meeting.</p> <p><b>SEN-</b> We have two children leaving at the end of this term who need specialist placement. They will be attending New Siblings school in September. As a result of this, we will be losing two members of staff. Mr Smith, Mrs Hewson and Mr Halliwell sat on the interview panel on Wednesday 30 June 2021 and appointed two new members of staff to fulfil advertised posts. SENTA support will be needed for a child starting in September and hoping to re-employ one of the leavers. One child is currently undergoing an EHCna and hoping to have outcome by the end of term 2. Agreed at the last FSP meeting to fund support for the first term. Mrs Hewson enquired what EHCna stands for – Educational Health and Care Needs Assessment. This is a precursor to agreement of an EHCP, gathering information from paediatric reports, social care</p>	<p>All Govs</p>
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	<p>reports, Ed Psych reports, to gather evidence to identify needs.</p> <p>Mrs Samantha McDowall, appointed SENCo from September, has been in school for four sessions this term. She has met with all the EHCP children and supporting TA's as well as parents. Mrs Duffy has also gone through all the paperwork and she is being well supported in her transition.</p> <p>Q Miss Foster enquired why the new SENCo is also not also a teaching post. – Mr Smith replied that the post was initially advertised as full time with half of the week out of class for SENCo provision. No applications were received. Re-advertised as pure SENCo role which proved more favourable with 10 applications received.</p> <p><b><u>Teaching and Learning</u></b>  <b>Curriculum Teams</b></p> <p>Pupil's engagement in the curriculum has been very positive, especially through catch up and current remote learning for the Y6 and Y1 and 2's self-isolating this week. Mr Smith commended Mrs Leonard for implementing remote learning at very short notice for the Y1/2 class that are currently self-isolating. She is remote teaching 5 sessions of English and Maths to two separate year groups, supported by Mrs Vicary, Mrs Brooks and Mrs Davis-Jones (all self-isolating). This has involved a lot of hard work and has been well received and praised by staff and parents alike.</p> <p>Four deep dives have taken place this term for Heartsmart, PE, Science and Writing. All deep dives have been very positive. Heartsmart and PE feature in the Heads report. The deep dives have been very thorough, covering elements of Ofsted methodology and helps to identify strengths and areas for development. Mr BM stated that it was quite daunting at first but very worthwhile as a subject leader to dig deeper and fully understand the purpose of the subject, involving all staff and enabling them to share and know where subject responsibility lies. Mr Garcia stated it is important to know strengths and areas for development within a subject area as a team, and feels more prepared with regard to Ofsted.</p> <p>Deep Dives into subjects will continue. SLT have a monitoring schedule.</p> <p><b>Attendance</b> – Mr Smith reported that attendance is really positive. We currently have six pupils across the year below 90% attendance with two of these pupils in Reception. Reporting of attendance will not be shared with parents this year. Attendance is being tracked and children under 90% attendance are being identified. Support is being provided and parents are being challenged.</p> <p>Q Mr Begbey enquired how this compared to previous years.  PS – No attendance data available last year. Year before last was at 97.2%.</p> <p><b>Safeguarding</b></p> <p>Mr Smith and Mrs Hewson met with Mark Dee from the LA on 15 June to carry out a Safeguarding Compliance check. Mrs Hewson relayed that it was a very positive meeting, helped to refocus on children who</p>	
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Q	<p>are potentially vulnerable that staff may not be aware of. During Pupil Conferences when children are asked their welfare, the children are always upbeat and positive. . Mr Dee was very complimentary about the school and systems in place.</p> <p>Four PEP's have been carried out and all judged outstanding by the LA.</p> <p><b>Health and Safety</b></p> <p>Health and Safety Risk Assessment has been updated. We will continue with class bubbles until the end of term. Planning meeting taking place with the LA on Thursday 15 July to discuss return to school in September. Mr Smith will out a Health and Safety compliance check on Wednesday 7 July with the LA.</p> <p>Health and Safety inspection carried out by Mr Halliwell which included a fire drill. Outcome reported to FSP meeting.</p> <p><b><u>Leadership and Management</u></b></p> <p><b>Staffing issues</b> - New staffing arrangement were announced to parents in Newsletter No 38, sharing Mrs Goode and Mr Dean's appointment to acting Deputy Head job share in September.</p> <p><b>Alliance Hub</b></p> <p>Governors conference being held on Saturday 13 November at Wheatfield Primary School. Mr Begbey stressed that it would be good for as many Governors as possible to attend.</p> <p>The Hub has agreed the new action plan for 2021/22.</p> <p><b>EYFS</b></p> <p>Mr Smith and Miss Wingett have done a lot of work with regard to the new EYFS reforms that take affect from September and will be shared with S&amp;C curriculum in the Autumn term. New reforms for September have been uploaded onto the school website. Miss Wingett is leading the EYFS network across the hub and the impact of the changes will be looked at during the Inset Day on 4 January 2021.</p> <p>SH asked if the Early Learning Goals will remain the same.</p> <p>PS – Slightly changed, continue with emerging/expected. Exceeding has been removed. LA will not be carrying out moderation. RW attending training re assessment reporting.</p> <p>SDP has been reviewed and updated at SLT with new targets for the Autumn term.</p> <p>Mr Begbey thanked Mr Smith for the overview of his report and invited questions.</p> <p>Q Ms Foster – With Mr NBM seconded to St Peters for 1 year, are we having a teacher from St Peter's as a replacement?</p> <p>PS – We have employed an experienced teacher on a fixed term contract and will be joining Miss Ramli on the Creative Arts A team.</p>	
7	<p><b>Policies to review and approve</b></p> <ul style="list-style-type: none"> <li>• Job Share Policy</li> <li>• KUW Policy</li> </ul>	Policies to be published on the school

	<p>Discussion on the Job Share Policy is confidential and therefore separate to these minutes.</p> <p>KUW Policy has been updated to reflect changes in the curriculum. Governors agreed and approved the changes in the KUW Policy. Proposed by Mr R Halliwell. Seconded by Mr P Voual.</p>	website.
8	<p><b>Update on Almondsbury and St Peter's Partnership.</b></p> <ul style="list-style-type: none"> <li>• Terms of Reference Agreement for Partnership</li> <li>• Service Level Agreement and Executive HT agreement.</li> </ul> <p>Steering Committee for the Partnership consists of Mrs Hewson, Mr Begbey and Mr Arshad, along with three Governors from St Peters.</p> <p>Governors have received the relevant papers for the agreement and need to be ratified at the FGB meeting.</p> <p>Agreement was worked through, few changes made. There is the ability for either school to exit the agreement with a terms notice.</p> <p>Finances will be kept separate.</p> <p>.</p> <p>Mr Begbey invited questions.</p> <p>Q Mr Voual - In terms of recharge of Mr BM of 80% of his time, is there an expectation to support Almondsbury for one day a week?</p> <p>PS - Retaining Mr BM's leadership in terms of RE, will be working on a project across both schools.</p> <p>Q KB - Better financial benefits for Almondsbury School, will there be additional funding in the future?</p> <p>PS - Yes, extra funds allocated.</p> <p>Q KF - Temporary agreement for a year, will there be a point where it will be made permanent?</p> <p>PS – Continue for another year, then decision can be made. It will be more of a soft federation agreement rather than partnership.</p> <p>SB - Regular meetings will take place to check on progress.</p> <p>SH - Important for each school retain their own characteristics and ethos. It is not a mixing of different values Both schools have good strengths and have the Diocese on board. Partnership progression will be looking at and monitored closely.</p> <p>All Governors agreed and approved the Terms of Reference Agreement for Partnership and Service Level Agreement and Executive HT agreement</p> <p>Proposed by Mrs S Hewson. Seconded by Rev P Rowe.</p> <p>Mr Begbey requested that the Partnership be a regular item on the agenda.</p>	

9	<p><b>Finance Staff and Premises Report</b></p> <p>Mr Voual, Chair of FSP, informed the Governors that the FSP committee met on 28 June 2021 and gave a brief overview of the minutes.</p> <p>Key areas were DH job share and ASC provision.</p> <p><b>Income and Expenditure – Partnership Budget Review</b></p> <p>Initial C/F of £90K is expected to increase to £120K into this financial year.</p> <p>Areas of expenditure</p> <p>£10K support for EHCP Reception</p> <p>2K flat roof repairs – Reception</p> <p>£10K PA contribution</p> <p>£10K miscellaneous spend.</p> <p>Revised view of budget carry forward into 2022/23 is £132K.</p> <p>Mr Voual commented on the healthy outlook for the budget and invited questions.</p> <p>Ms Foster expressed her concerns regarding possible pupil numbers decreasing with regard to the new primary school at Charlton Hayes, Patchway as this would impact on finances and is a risk factor.</p> <p>PV – This has not been factored into the budget. Could potentially be a risk as funding formula is based on number of children entering school and would impact.</p> <p>PS - This year is a low birth year with figures picking up for next year, according to LA Strategic Planning/Admissions.</p>	
10	<p><b>Standards and Curriculum Report</b></p> <p>Standards and Curriculum Committee met on Tuesday 25 May 2021.</p> <p>Ms Foster, Chair of S&amp;C gave a brief overview of the minutes from the meeting.</p> <p><b>Curriculum Presentations</b></p> <p>KUW team, consisting of Miss S Hake, Mrs K Goode and Mr N Garcia. A new 2 year cycle has been developed, enabling children to revisit key information, helping them to reinforce their learning and cement a time line. Children using Artefact sheets, they help the children to ask and answer their own questions. This has been trialled in KS1.</p> <p>Teachers using assessment venn diagrams to show progress.</p> <p>The Alliance Hub has Expert Leads, of which Sarah Hake is the Expert Lead for Geography.</p> <p>History deep dive has been completed.</p> <p>Ms Foster invited questions on the curriculum presentation from the KUW team. None raised.</p> <p>Miss Wingett provided a presentation on EYFS.</p> <p>We have 47 children in Reception and 9 staff members with 5 being 1:1's. The cohort is below expectation due to the lockdowns, however, interventions have been put in place which have helped in catch up for the children, along with Interventions to help with the childrens emotional wellbeing, manipulatives to help improve their coordination skills and</p>	

	<p>subject top up knowledge. Ms Foster reiterated Miss Wingett's comments on how fantastic the EYFS team are.</p> <p>Assessments have shown that the children have retained some of their knowledge taught through lockdown and were well supported by their parents.</p> <p>New Curriculum in place from EYFS from September. There is a statutory guidance and various options can also be chosen. There will be a big focus on language development; to help with this we have signed up for a Speech and Language program. The Government's aim is for children to learn through high quality play experience; questioned whether this could be problematic for the children transitioning into Year 1. Mr Smith stated Governors will be kept updated and processes will be put in place if needed and in no doubt that KS1 will rise to any issues.</p> <p>No questions raised on the S&amp;C report.</p>	
11	<p><b>AOB</b></p> <p><b>ASC Provision</b></p> <p>Mr Begbey informed the Governors that Mr R Halliwell and Mr M Lugg, as representatives from the Governing Body, met with Donna McDonald, manager of Almondsbury Breakfast and After School Care (ASC) on Wednesday 19 May 2021. The meeting was to discuss concerns raised regarding health and safety issues of the children at the ASC and communication issues. The report from the meeting was distributed to all Governors.</p> <p>Mr Lugg informed the Governors that Donna has Motor Neurone disease which made communication very difficult. Recommendation by Donna to have further communication carried out via email.</p> <p>One of the issues raised was ASC children playing outside the Old School Hall and on the grass area on the opposite side of the road. Donna said this was satisfactory, children are supervised and wasn't raised as an area of concern by Ofsted on their last inspection.</p> <p>Further issue was a child who should have gone to the ASC club but didn't turn up and their lack of attendance went unnoticed and wasn't reported. Mr Lugg reported that Donna was not aware of this and would tighten up practices. He reported that Donna was concerned that her business was under threat, had heard that Governors intended to take over the ASC provision. This was something that Mr Lugg reported that neither he nor Mr Halliwell were aware of and may have been held in discussions outside of Governing meetings and was unaware of any outcomes putting them in a difficult position to make any comments.</p> <p>Mr Lugg stated that from previous FGB meetings, it was established that as Governors, any responsibility for the children ends when they leave the school gates. Governors have no responsibility for the running of the ASC.</p> <p>Mr Lugg informed the Governors that Donna has sent him a copy of an email conversation with Mr Smith regarding the future of the ASC and whether it was feasible or not. Donna did not answer any questions posed to her and took from this exchange that Governors or the school would be providing after school care. Mr Lugg stated if this was the</p>	

	<p>case, it needs to be clarified and as Governors they need to be aware of any discussions outside of FGB meetings.</p> <p>Ms Foster commented that a concern was raised in a Governors meeting regarding a child who's non-attendance went unnoticed but had at no time had spoken to Donna regarding Governors taking over ASC. Discussions regarding ASC provision at FGB meetings were omitted from the minutes for confidential reasons. She stated that she was surprised that a meeting had taken place as she was under the impression that she thought the Board of Governors were asking Mr Smith to assess the feasibility to hold ASC provision on the school site.</p> <p>Mr Begbey confirmed that no additional meetings have taken place. Has been discussed at FSP for Mr Smith to email Donna and that two Governors with no parental interest in the school to meet with Donna.</p>	
Q	<p>Ms Foster – Have Governors asked PS if the ASC could be on school site?</p> <p>PS – We cannot look at providing ASC provision while Donna is running the club. Staff would need to be tupeed over.</p> <p>PV - Looked at in FSP meeting as business venture, this was ruled out unless there are plans for Donna to pull out.</p> <p>Mr Halliwell stated that it was difficult to come away from the meeting with any conclusions or options. Donna had misinterpreted the email correspondence and due to the possibility of the ASC being held in school, had stopped plans for development until September. Donna asked for a representative/liaison from the GB to act as a link between the ASC and the school to keep her updated. Mr Halliwell said the presence of a Governor may be useful and would be happy to visit once or twice per annum. He reiterated that any school responsibility of the children ends at the school gates.</p> <p>Mr Smith added, that as an Ofsted inspector, would like to see a risk assessment. Mr Voual stated that he has asked for one with no response.</p>	
Q	<p>KF – Is Almondsbury CE Primary likely to lose children with regard to the concerns for wrap around care? Is there a way the school and ASC club could work together to find a solution?</p> <p>Mr BM – If any safeguarding concerns are not addressed, the parents have the right to make a written complaint to Ofsted</p>	
6pm	<p>Mr K Baker left the meeting.</p> <p>SB – This is a difficult situation, it is outside of school and Governors remit. The ASC provision is linked to school in people's minds. Recommend correspondence with Ofsted. Thanked Mr Halliwell for offering to volunteer to visit.</p>	
Q	<p>Mr Arshad - Is the school holding out on any affiliation with the ASC?</p> <p>PS – As a school we are not responsible and have no ownership of the</p>	



Q	<p>ASC. Breakfast club is held on site, with no concerns.</p> <p>Mr BM – Situation is the same with outside clubs using our facilities. Not seen as part of the school.</p> <p>NA – What are the consequences if something happens, who would the finger point at?</p> <p>SH – Doesn't associate Almondsbury School with ASC.</p> <p>RH – No longer feels that a Governor link with ASC will be a good idea as forms an indirect link. Recommends the school has no plans to take over or run after school provision. Supports the view for parents to contact Ofsted with concerns.</p> <p>Mr Begbey to make contact with Donna to reiterate that neither the school nor Governors plan to take over the ASC.</p> <p>Mr Begbey expressed his thanks to all the Governors and staff for all their hard work over the last academic year.</p>	
12	<p><b>Date of next meeting</b></p> <p>Tuesday 28 September 2021, 4pm</p>	

The meeting ended at 6pm.