



‘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 28 September 2021 at 4pm
Via Zoom and in person**

Present:

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

	Item	Action
1	Welcome Mr Begbey welcomed the Governors to the first Full Governing Board meeting of 2021/2.	
2	Opening Prayer Reverend Rowe led the Governing Body in prayer.	
3	Apologies for absence No apologies received. Mr Nadeem did not attend the meeting.	Clerk
4	Appointment of Chair, Vice Chair and Clerk 2021/22 Clerk requested Governors to nominate a Chair and Vice Chair for this academic year. 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 for 2021/22. Mrs T Heaps was elected to serve as Clerk to the Governors. The term of office for Dr Church (LA Governor) came to an end on 20 September 2021. Dr Church wishes to remain on the Governing Body in the role of co-opted Governor. All Governors voted unanimously for Dr Church to be re-appointed as co-opted Governor.	
5	Registration of Pecuniary Interests Mr Begbey asked if the Governors had any pecuniary interests to declare. Clerk distributed Pecuniary Interest Forms to all Governors via email and issued to all staff members.	Clerk to collate all forms from Governors and staff and to report any outcomes at the next FGBM.
6	Governing Body code of Conduct The 2021 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	

	<p>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. Mr Smith explained that the document is produced by the NGA and therefore not individual to the school. All Governors agreed and duly adopted the Governing Body Code of Conduct, proposed by Mrs S Hewson, seconded by Mr R Halliwell. Mr Begbey signed and dated the policy.</p>	
7	<p>Minutes of the previous meeting The minutes of the FGB meeting held on Tuesday 6 July 2021 had been previously distributed to all Governors. The minutes were agreed as an accurate record of the meeting and signed and dated by Mr Begbey.</p> <p>Matters arising Mr Lugg pointed out a couple of discrepancies on the minutes; name and date. These have been amended.</p> <p>Actions Mr Begbey asked if the Policies are published on the school website. Mr Smith confirmed that they are.</p> <p>The confidential minutes of the Extraordinary FGB Meeting on 24 May 2021 were distributed to all Governors. The minutes were agreed as an accurate record of the meeting, signed and dated by Mr Begbey. There were no matters arising.</p>	All Govs
8	<p>Head's Report Head's report circulated with the Agenda. Overview of the points covered.</p> <p>Achievement of pupils Assessment Information – The end of year assessments for the last academic year were made available for all Governors. Targets have been set for KS1 and KS2. The children are being targeted to achieve what we expect them to achieve at the end of each key stage. Key stage 1 end of year targets are based on where the children would have been had they completed their Reception year. Mr Garcia and Mrs Leonard have received their targets and Mrs Goode, Mr Dean and Mr Allen have had their targets and have identified children who need additional support to achieve them.</p> <p>SEND Two children left at the end of the academic year to attend New Siblings Special School, both had EHCP's. We have two children in Reception going through the EHCP process. Mr Smith informed the Governors that the EHCP application has been rejected for one of the children on the basis that it is felt that the needs can be met in normal teaching. The diagnosis for the child is extreme autism and received full time support at preschool. The parents will be appealing. The paperwork was submitted by the preschool. One of the reasons for the rejection was we didn't put a provision map in place, this was not possible as the child had only been in school for a couple of afternoons. Application should have gone to panel 2 weeks ago, it will now be 3 months before we can reapply.</p> <p>We have 4 CLA children with one in the process of an EHCna after receiving top up funding from Bristol, there is a draft planning meeting planned for next month should it be accepted. Additional support has been implemented for Reception for speech and language needs. The Baseline Assessments have highlighted that two thirds of the children are not where they should be in terms of the Early Learning Goals. Some children are presenting as toddlers and having major breakdowns every day. Mr Smith reported that this behaviour is quite widespread. Miss Wingett is in touch with EYFS leads across the hub and they too are seeing similar behaviour. Mr Smith added that language and communication is poor at St Peters, however they are not displaying toddler stage behaviours.</p>	All Govs

<p>Q</p> <p>Q</p>	<p>Ms Foster enquired if there is a plan in place for EYFS to have additional support? PS – Miss Wingett has additional person in this week so she is able complete the Baseline Assessment.</p> <p>Mrs Hewson - If the children are still at the toddler stage, are they ready to cope with the Reception curriculum? How can they be prepared to access the curriculum? This will delay progress and data. PS - Baseline Assessment will provide a clear guide. We are also doing our own baseline assessments. These will be clear targeted interventions and adaptations of the curriculum</p> <p>Mr Begbey – How has this impacted the staff in Reception? PS – The two children with EHCP's have three 3 full days each of support plus Mrs Vicary and cover has been put in place for Mrs Edwards who is on LTS.</p> <p>Teaching and Learning The Curriculum Teams will be holding their second round of Curriculum Team meetings on Wednesday 29 September. Mrs Hewson will be joining Mr Smith and Mrs McDowall for SEN. New topic cycles (B) have started for every year group. Governors have been invited to attend Curriculum Team meetings with regard to the action plans. Focus is on pupils who are middle prior attainers from the previous key stage and on the borderline of secure to ensure progress is maintained.</p> <p>Catch up Learning – The final figure for catch up funding is not yet known. Mr Smith reported that the Government sent out a figure of approximately £30 per child, totalling £9k for catch up. The final funding figure and expectations will not be released until December 2021. Mr Smith reported that there were mixed outcomes last year in terms of what the money was spent on. Funding for Year 1 was really strong with some good outcomes - 90% of the children passed the Phonics Check Catch up areas need to be identified to highlight where areas are needed to be addressed. More pre and post teaching on regular basis is required for intense support, particularly in Year 1 as some of the children coming out of Reception didn't achieve the ELG's and will need extra catch up learning in Year 1. Writing will be a key area for catch up.</p> <p>Performance management – Teaching staff have had their appraisal targets set this week. The pupil progress targets for this year is to ensure first quality teaching and catch up learning for those that need it the most, linked to the SDP and curriculum developments.</p> <p>Curriculum Developments. Mr Dean and Mrs Goode gave positive feedback on lessons observations, in particular a strong maths lesson from Mr Garcia.</p> <p>Pupil Premium Mr Dean has worked on a new Pupil Premium strategy that has been sent to Mr Smith for approval at the meeting with Dr Church in October. This will then be published on the website. A new format is in place this term, linked to research from the DEF to identify biggest gains for PP support.</p> <p>Sport Premium Funding is being used this year and next year to develop Real PE. Inset Day on Friday 3 September focused on upgrading quality of teaching of Real PE plus the use of Jasmine which is an assessment portal for parents to use at home. Log-ins will be sent home to parents on Monday 4 October. This will enable children to complete challenges at home. Inset Day on Friday 18 February 2022 will focus on Real Gym Training.</p> <p>Attendance Last year's attendance for 2020/21 is positive at 97.3%. At least 2% higher than the National Average. FSM attendance is still an issue. Persistent absence was lowest seen at 1% compared to the national figure of 5.8%.</p>	
-------------------	--	--

Safeguarding

All staff received updated training for the new KCSIE 2021 during a staff meeting in September. Safeguarding, Child Protection and Whistleblowing Policies have all been updated and staff have signed to confirm they have read and understood the policies. Governors to sign or email to confirm they have read the required sections of the KCSIE 2021, Child Protection, Safeguarding and Whistleblowing Policies.

Mr Smith reported that we have four CLA children, two from Bristol and two from South Gloucestershire. One looked after child left in July (Y6) and we have gained a child in Year 4 whose foster carer is a family member and a parent at school, who's PEP was carried out Tuesday 28 September where provision has been put in place for support.

Health and Safety

Risk Assessments have been updated in line with new guidance. All staff have signed to agree to adhere to the risk assessment. We also have an Outbreak Management Plan written by the LA. This will be used if we have more than 5 cases, 1 class or more than 10% of the school contracting Covid. We have had seven cases of Covid since the beginning of term, 5 pupils and 2 adults. 4 of the pupils and one adult contracted Covid before the start of term.

Ms Foster commented on the buckets in school that are catching rainfall from the roofs. Mr Begbey stated that this does present an issue for staff, pupils and visitors.

Mr Halliwell stated that this is a known hazard and catered for, however, water leaks, don't go away.

Mr Smith reported that roofers have looked at the roofs on several occasions and repairs have been made.

Ms Foster suggested a plea placed in the school newsletter and also recommended a parent that may be able to help.

TH to contact parent.

New boilers and heating commissioned today.

Leadership and Management

Mr Smith informed the Governors that Mrs Rachael Edwards, TA in Reception who is currently on long term sick, has handed in her resignation. Advert for post has been submitted onto Eteach. The hours have been increased from 22 hours to full time (27.5 hours) to include Pupil Premium funding money to provide support.

We had a member of staff who did not take up her role in September. Miss Anwen Thomas has been re deployed to support another child with an EHCP for three days and carries out 2 days a week in Reception.

Miss Abraham (covering Y5 while Mr BM is on secondment at St Peters) and Mrs McDowall, SENCO, have both settled in well. Mr Dean and Mrs Goode have successfully stepped into the roles of Acting Deputies.

We still have recruitment issues for Lunch Break Supervisor roles. Currently members of the SLT are helping out at lunchtimes. Issues currently in recruiting staff despite re-submitting adverts.

Alliance Hub

Action plans have been written with the main focus on development of Oracy, embedding the curriculum, professional growth for staff and Character Education. Hub Action Plan sent to all Governors. Mr Smith in Shrewsbury on Monday 4 and Tuesday 5 October to look at professional growth and Character of Education. Mr Baykaa-Murray and Mrs Goode to visit in and November with the focus on Character of Education. Report to be fed back to the FGB meeting in January.

Government Involvement

Mr Smith and Mrs Hewson have trialled materials for Governor monitoring. Mr Smith asked for commitment from the Governors to attend the Governor Conference on Saturday 13 November at Wheatfield Primary School. This will give the Governors the opportunity to network and become more familiar with the monitoring of work.

	<p>St Peter's Partnership Steering Group meeting has taken place. Mr Smith reported that the Partnership is going well. Mrs Hewson reported that Heather Taylor was very complimentary. Mr Begbey asked Mr BM for his views. Mr BM fed back that it is going well, the majority of the staff are on board, there has been some resistance to change which will be overcome. A lot has been achieved over the last 2 to 3 weeks, moving forward quickly and efficiently. The children are lovely and are able to meet the expectations. Mr Begbey pointed out Mr Smith's time and effort will be required more at St Peters terms over Terms 1 and 2.</p> <p>Q Ms Foster stated she was very impressed to see Mr Smith outside welcoming parents, more than expected. Speaking as a parents doesn't see any detrimental impact on Almondsbury School. PS - making sure that his presence is seen in each school every day, building up interactions and relationships.</p> <p>5.00pm Mr Baykaa-Murray left the meeting.</p> <p>Q Ms Foster enquired whether the Partnership was manageable in terms of welfare and stress. PS – Yes, no problem. All working well.</p> <p>Flexible Working Policy As a result of the request for the change in the job share policy last year by a member of staff, HR have advised that we adopt the new Flexible Working Policy, alongside the Job Share Policy for approval. This does not replace the Job Share Policy.</p> <p>SEF has been updated and attached to Heads Report.</p> <p>SDP targets and strategies are available in the staffroom. Also emailed out to Governors.</p> <p>Return to normality Mr Smith relayed that it has been nice to return to normality, with the children attending worship together, having their meals in the school hall, class bubbles disbanded. Mr Voual enquired if there are still any restrictions in place. PS – Regular hand washing and sanitising, ventilation, open windows in the classrooms. Windows are open from 8.30am to 3.30pm but are now closed when the children are not in class to keep the heating in. There has been no change to fuel costs.</p> <p>More time has been gained for PE with the children wearing their PE kit to school on PE days.</p> <p>Wraparound Care Breakfast club commenced on 8 September 2021, run by TA's in the school who have volunteered to help. Revenue to the end of September stands at £3560, with expenditure being £2989, £671 profit. % return of 1/6th. We will be subsidising part of the taxi provision to Wise Owls for the afterschool club provision. Questionnaires have been sent to parents to gauge their wrap around care needs. Finances for the clubs will be reported at the FSP meeting on 18 October 2021.</p> <p>Q Mr Begbey – What are the options, i.e. School running the clubs ourselves and potential 3rd party option of outside party running. PS – To be looked at in the future at FSP Committee meetings. Ms Foster reported that feedback from the parents who use Breakfast Club have been very happy with the provision, more welcoming and inviting, more food options and thanked Mr Smith for his efforts in setting up and organising the club.</p> <p>PS - Three TA's have offered to be permanent members of staff to run the breakfast and afterschool club. Mrs Byrne has been purchasing the food and setting up ready for the children. Ms Foster – Is there the facility to pay using childcare vouchers?</p>	<p>Govs to sign declaration at next FGB meeting.</p>
--	--	--

Q	PS - Not until we are registered as a proper club and registered to accept childcare vouchers.	
Q	PV – Will the finances be treated separately? PS - Yes, income being paid into school fund and then transferred into the school budget to offset against expenditure. If it is a permanent set up then parents can pay through Parent Pay and this income would go straight into the budget. The wraparound care would have separate cost code in the budget. Revised budget exercise taking place on Tuesday 19 October. Mr Begbey expressed his thanks to Mr Smith for setting up the provision at such short notice.	
9	<p>Policies to review and approve</p> <ul style="list-style-type: none"> • <i>Confidentiality Policy</i> • <i>Freedom of Information Policy</i> • <i>Data Protection Policy</i> • <i>Safeguarding Policy</i> • <i>Child Protection Policy</i> • <i>Whistleblowing Policy</i> • <i>Appraisal and Capability Policy</i> • <i>Privacy Notice</i> • <i>Flexible Working Policy</i> <p>With the exception of the Flexible Working Policy, Mr Begbey asked the Governors if they have any questions on the above policies. There have been no changes to the Policies since they were last approved. All Governors agreed to approve and adopt the above policies. Proposed by Rev P Rowe Seconded by Mr Ben Osborne</p> <p>The Flexible Working Policy is in addition to the Job Share Policy. Mr Smith explained that this policy was created in March by HR with regard to new legislation where employees can request flexible working from their first day in employment. The request needs to be filed by completing the form that is then passed onto the Headteacher. One request is permitted in any 12 month period. The policy is recommended by HR to cover ourselves re employment disputes and challenges.</p> <p>Q SB – Are the council happy the policy ties in with relevant legislation? PS – Yes, if anything changes in legislation, the policy will be updated. Dr Church reiterated that the request is for the Head to approve, not the Governors: the Governors role is to approve the policy.</p> <p>Q KF - When discussed at the previous FGB meeting, Mr Garcia was asked to leave. Is it ok for him to be in attendance now? PS – Yes.</p> <p>The Governors agreed to adopt and approve the Flexible Working Policy. Proposed by Rev P Rowe, seconded by Mr M Lugg.</p>	Clerk to send updated Policies out with the minutes.
10	<p>Committees 2021/22 Range of committees – Standing Committee, S&C, FSP, PM/Pay Committee, QA, Appeals.</p> <ul style="list-style-type: none"> • <i>Performance Management</i> • <i>Members</i> • <i>Review Terms of Reference</i> <p>Mr Begbey enquired if all Governors are happy to continue in their respective roles on the committees. All confirmed they are happy to remain on their current committees. Chair and Vice chair for each committee will appointed at the first meetings.</p> <p>Ms Foster pointed out that it was agreed last year that members of the S&C Committee to attend link curriculum teams meetings three times per year. Governors happy to accept terms of reference for the S&C committee with this added.</p> <p>Governors agreed terms of reference for FSP committee All Governors agreed with the structure of the Standing Committee, Performance</p>	

	<p>Management and Pay Committee – proposed by Mr P Voual, seconded by Rev P Rowe.</p> <p>Partnership committee have their own terms of reference which agreed at steering committee.</p> <p>No questions were raised.</p>	
11	<p>Governors Responsibilities/Links 2021/22</p> <p>Some changes have been made to the responsibilities and links for 2021/22. Updated list attached to minutes.</p> <p>Mr Osborne's term of office come to an end on 12 November 2021. Mr Osborne said he is happy to remain on the GB as Parent Governor but is aware that some of the meetings may clash with his own meetings and would step down if another parent came forward. Parent Governor election to take place.</p>	
12	<p>Governor Fund</p> <p>Suggested donation of between £5 and £10 requested from each Governor to fund the purchase of gifts and cards from the GB.</p>	
13	<p>AOB.</p> <p>Mr Begbey asked the the Governors in turn if they had any AOB.</p> <p>Q Mrs Hewson – Recommended card and gift to be purchased for Mrs Edwards. KB - Timetable for Governor walks? Monday 22 November 2021.</p> <p>5.50pm Mr Osborne left the meeting.</p> <p>Q PS – Change of date for next FGB meeting to Monday 29 November 2021. SC - Should an invite be extended to Mr Dean and Mrs Goode to FGB meetings? PS - Not required to attend.</p> <p>Rev Rowe – Roger McLean has sadly passed away. Roger was the head for 22 years at Almondsbury School and expressed his gratitude for his service. SB – Future agenda item - what difference we think as Governors we have made to the school as a result of meetings and what we feel has been achieved.</p>	
14	<p>Set Date of Future FGB, FSP & S&C Meetings.</p> <p>List of dates for future meetings attached to these minutes.</p> <p>Date of next meeting: Monday 29 November 2021.</p>	

Meeting closed at 6.00pm