



**‘Show me your way, Lord teach me your paths’**

**Almondsbury C of E Primary School**

**Minutes of the Full Governing Body meeting held on Monday 29 November 2021 at 4pm  
Via Zoom**

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

	Item	Action
1	<b>Welcome</b> Mr Begbey welcomed the Governors to the FGB meeting.	
2	<b>Opening Prayer</b> Reverend Rowe led the Governing Body in prayer.	
3	<b>Apologies for absence</b> Apologies received from Ms K Foster. Mr K Baker did not attend the meeting.	Clerk
4	<b>Registration of Pecuniary Interests</b> None recorded.	Clerk
5	<b>Appointment of LA Vacancy</b> The term of office for Dr Church came to an end on 20 September 2021. Dr Church is happy to remain on the Governing Body and was re-elected as LA Governor by the Governing Body, to serve for another four years. Proposed by Rev Philip Rowe, seconded by Mr R Halliwell.  Mr B Osborne (Parent Governor) term of office came to an end on 12 November 2021. Parent Governor Election papers were emailed out to parents on Monday 29 November 2021. Closing date for candidates is 13 December. Mr Osborne is happy to stand again if no nominations received.	

6	<p><b>Minutes of the previous meeting</b></p> <p>The minutes of the FGB meeting held on 28 September 2021 and have been distributed to all Governors. The minutes were agreed as an accurate record of the meeting and to be signed and dated by Mr Begbey.</p> <p>There were no matters arising.</p> <p><b>Actions</b></p> <p>Clerk confirmed that there are no Pecuniary Interests to be declared.</p> <p>Clerk to chase confirmations that Governors have read and understood the relevant sections of the KCSIE (Part 1/Annex A).</p>	
7	<p><b>Heads Report</b></p> <p>Mr Smith shared his report on the screen.</p> <p>Governors were informed that the targets remain the same. There were no questions raised on the targets.</p> <p><u>SEND</u></p> <p>Mr Smith reported that there is a new funding system being implemented by the LA. Schools with EHCP's have had to match the needs of the pupils against a new banding system. We have to wait for the outcome of the banding as we do not know what funding amount we will receive. Moderation should have taken place this week with the LA but due to staff illnesses and GDPR issues this has not taken place. Head teacher and SENCO have moderated a selection of pupils in school along with the rest of SLT.</p> <p>We have two children in Reception awaiting EHCP decisions. One EHCP going to panel in two weeks' time, other EHCP application was rejected. Parents are going through the appeal process, outcome to be received in Term 3.</p> <p>The number of children on our SEND register remains the same in terms of school support and cause for concern.</p> <p>We have a child who may leave at the end of this term; been in consultation for specialised provision, parents are in agreement.</p> <p>1:1 TA is leaving on Tuesday 30 November 2021 to take up a permanent position. Cover through agency is being sought to the end of term.</p> <p>Mr Smith commented that staffing across school is fluid as we are having to move other members of staff around to help with support where needed. We have had staff illnesses, caused by Covid and other illnesses and are relying on agencies who are also struggling to provide staff.</p> <p>Mrs Hewson to meet virtually with Mrs McDowall on Tuesday 30 November 2021 to have a discussion on SEND provision.</p> <p>No questions on SEND were raised.</p> <p><u>Teaching and Learning</u></p> <p>Curriculum teams have been working on developing their action plans and implementing some of the aspects being covered. The English team have worked with staff on implementing the next steps of the Oracy project.</p> <p>Work scrutiny has taken place for Maths and Writing the by the SLT team. Some areas to address have been identified. Staff have looked at these in staff meetings and will be focussed on for the rest of the term particularly for writing and grammar, to ensure the pupils are receiving the education they need to meet expectations.</p>	All Govs

Q	<p><u>Curriculum</u> Mr Smith reported that the new topics have started well and the children are enjoying their learning and are working really well. Some of the year groups have been on trips and we have had workshops in school.</p> <p>Funding for catch up learning will be received in January 2022 for school led tutoring. We will be focussing on writing and phonics in Year 1.</p> <p><u>Performance Management</u> Staff have received their first appraisal observations linked to their targets.</p> <p><u>Lesson observations</u> Mr Smith, Mrs Goode and Mr Dean have carried out drop-ins this term. Mr Smith reported that the learning has been superb and quality of education very positive.</p> <p><u>Pupil Premium</u> Children have been working in small groups and receiving 1:1 sessions for their pupil premium.</p> <p><u>Sports Funding Premium</u> Real PE is funded by the Sports Funding Premium and is being implemented well by the staff. Parents have access to the Jasmine website to allow pupils to develop PE at home as well as personal challenges.</p> <p><u>CSP Visit</u> Report sent out with the minutes. Heather Taylor visited the school at the beginning of Term 2 on 2 November 2021. Report was made available to all Governors with the Agenda. Focus of the visit was to investigate the progress from last year's recommendations. Mr Smith reported that the visit was extremely positive. Heather followed up on the implementation of the oracy project and guided reading, looking at the impact on the children. Report showed great strength in leadership and capacity in school. A very pleasing report that has been shared and fed back to all staff. Mr Smith expressed his thanks to Mrs Goode and Miss Wingett for their work on the reports for Heather in advance.</p> <p>Mr Smith invited questions on the report from the Governors. Mr Lugg said he was very impressed with the report and well done everyone, puts the school in a very good light. Mr Begbey stated a very positive report and proud of what all have achieved. Lesson with Mr Garcia was observed which was very positive.</p> <p><u>Attendance</u> Slipped to 94.5%. This is mostly down to Covid related issues due to rising cases. Mr Smith has a meeting with the EWO on Friday 3 December, looking at two children. We are still above the NA which is sitting at 93%.</p> <p>Mr Begbey – Is this fairly typical that you hold meetings for persistent absences? Mr Smith – Yes, we've held them before. There'll be three attendance meetings, mainly pupil premium children.</p> <p><u>Safeguarding</u> We currently have four children who have been allocated a social worker.</p>	
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Q	<p>They are all CLA children. Two from Bristol LA and two from South Glos LA. We also have an additional child going through the process.</p> <p>All staff to sign to confirm they have read and understood the KCSIE, Health and Safety, Safeguarding, Child Protection and Whistleblowing Policies which are all related to Safeguarding within school.</p> <p><u>Leadership and Management</u></p> <p>We currently have staffing issues due to staff illness, staff on long term sick and three members of staff resigning to take up permanent posts. Mr Smith reported that staffing issues can also been seen across other schools and we are trying our best to support staff as best we can. Agencies are also experiencing difficulties in providing consistency with staff.</p> <p>Mr Begbey – Is there a long term solution?</p> <p>Mr Smith – from April 2022, as a hub, looking at a pool system to share staff that can work across different schools.</p> <p><u>Alliance Hub</u></p> <p>Mr Smith, along with other hub heads went to Shrewsbury in October to visit a MAT to look at professional growth model of teacher appraisal and character education. Mr Baykaa-Murray and Mrs Goode visited at the beginning on November to look at character education. Hub Deputy Heads are meeting on 10 December to develop system across the hub for Summer 2022.</p> <p>Mr Smith reported that the EYFS network to support EYFS leaders and teachers is working well. This is being led by Miss Wingett.</p> <p><u>Governance</u></p> <p>Meeting with other heads and Heather to review the next steps from the Governors conference. Governor Learning Walk on 22 November did not take place due to increase in Covid cases.</p> <p><u>St Peter's Partnership</u></p> <p>Steering Committee have held their third meeting. Mr Smith reported that the partnership is going well. EYFS network working well. Heather attended the steering committee meeting and was informed about the EYFS practices.</p> <p>Steering Committee Meeting was attended by Mrs Hewson and Mr Arshad. Mr Begbey enquired if they would like to add any comments or views.</p> <p>Mrs Hewson – The partnership is very positive and the financial arrangement is going to plan. Action plans all going at a pace and very efficient. Heather commented on how well it its going. Great benefit for St Peter's and benefit to the professional development of the staff at Almondsbury School. Positive progress.</p> <p>Mr Smith - progress has been hampered by staff absences, not as rapid as would like.</p> <p>Mrs Hewson - Partnership has come a long way.</p> <p>Mr Arshad said that he echoed Mrs Hewson's comments. Was apprehensive at first feeling the quality of existing provision at Almondsbury may suffer, however, the staff have stepped up to the role, reservations proved not to be true and good for both schools.</p> <p>Mr Begbey asked Mr Garcia if the above comments were a true reflection.</p> <p>Mr Garcia – Yes, with Mr Smith being at St Peters for half of the week, Mr Dean and Mrs Goode have done very well and are very helpful in their roles as</p>	
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	<p>Deputies. Staff know what they are doing and what is expected of them, all pulling together and working well.</p> <p>Mr Hewson – Planning a Steering Group meeting in the new year to include input from Mr Dean, Mrs Goode and Mr Baykaa-Murray to obtain their view point.</p> <p>Mr Smith reported that Mr BM has worked extremely hard at St Peters, doing a great job and lots of progress is down to Mr BM. All three senior leaders are doing a brilliant job and expressed his gratitude.</p> <p>Mr Smith reported that Liz Townend from the Diocese visited Almondsbury CE Primary on Wednesday 24 November and St Peters received a visit from their equivalent from the Methodist Church. Mr Smith reported that Liz was impressed by the movement we have made and in maintaining standards.</p> <p><u>Wraparound Care</u></p> <p>We have not received any interest in any positions for both Breakfast and Afterschool club. The Breakfast Club will continue running in January as it is now, with Mrs Byrne and teaching assistants</p> <p>After School Club is more problematic. Mr Smith to have a meeting with Jamie Dawson from Shine with regard to taking on the running of the ASC in school.</p> <p>Mr Begbey stated that if Shine ran the ASC there would be no financial risk to the school. There would be a small mark up with the rental charge for the space.</p> <p>Mr Voual enquired about the use of childcare vouchers.</p> <p>Mr Smith - Registered from Monday 29 November.</p> <p>SB - Does St Peters have an ASC?</p> <p>PS Yes, although not well attended just viable, transportation issues which will not make a joint club viable.</p>	
8	<p>Governor Training</p> <ul style="list-style-type: none"> <li>• Safeguarding Update.</li> </ul> <p>This item was put back to end of the meeting as Mr BM and Mr Garcia have already received the safeguarding update.</p>	
9	<p><b>Policies to review and approve</b></p> <ul style="list-style-type: none"> <li>• Anti-Bullying Policy</li> <li>• EYFS Policy</li> <li>• IT Policy</li> <li>• Safer Recruitment and Selection Policy</li> <li>• Pay Policy</li> </ul> <p>There are no significant changes to the above policies.</p> <p>EYFS Policy is new to reflect the new EYFS framework.</p> <p>Governors agreed and approved the above policies.</p> <p>Proposed by Mr M Lugg, seconded by Mr R Halliwell.</p>	
10	<p><b>Finance Staff and Premises Report</b></p> <p>Overview of FSP given by Mr Voual, Chair.</p> <p>Revised budget meeting carried out on 19 October 2021 with Claire Paines, SFO from the LA, attended by Mr Smith, Mr Voual and Mrs Heaps.</p> <ul style="list-style-type: none"> <li>• For 2021/22, initial surplus b/f of £90K remains the same.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Current in-year surplus initially expected to be £30k.</li> <li>• £14k costs to carry forward resulting in a £16K drop in surplus due to increase spends in agency staff and supporting children with pending EHCP applications</li> <li>• Financial cumulative surplus for 2021/22 of £105K</li> </ul> <p><u>Pay Decisions</u>  Pay award made to a staff member for passing their target, moving from M2 to M3.  Pay award to HT for additional duties in the provision of the Breakfast and ASC facilities.  No questions were raised on the FSP report.</p> <p>The revised budget was put to the FGB meeting to be ratified by the Governors. All Governors approved and agreed the revised budget for 2021/22.</p> <p>Proposed by Mr P Voual, seconded by Mrs S Hewson.</p>	
11	<p><b>Standards and Curriculum Report</b></p> <p>Standards and Curriculum Committee met on 19 October 2021.</p> <p>In the absence of the Chair of the committee, Mrs Hewson provided the Governors with an overview of the meeting. Minutes were sent out with the agenda.</p> <p>Curriculum Presentation from Health and Play Curriculum Team given by Mrs Leonard and Mr Evens. Governors were shown several designs for outdoor play equipment which will be installed at Easter. The children have had input on what designs they prefer and a joint decision will be made between children and staff on choice.</p> <p>Mr Smith provided an update on Safeguarding. All relevant policies and training are up to-date. Policies have been posted on the school website.</p> <p>Mrs Hewson and Mr Smith carry out the Safeguarding Audit each year and this needs to be completed before the end of this term, however it is currently delayed.</p> <p><b>Heads Report</b>  Children in EYFS have come in at a lower level; realistic targets have been set. Catch up funding will be used to help children improve in writing across the school.  Heather Taylor CSP visiting school on 2 November to look at whole-class guided reading.  Implementation of the oracy project, being used across the whole school.</p> <p>No questions raised on the S&amp;C report.</p>	
12	<p><b>Chairs report</b></p> <p>Mr Begbey attended the Governors Conference at Wheatfield Primary School on Saturday 13 November, attended by 3 hubs. Mr Begbey stated how helpful the conference was and asked Mr Voual and Mr Lugg on their reflections from the morning.  Mr Lugg – Was impressed by being accompanied on Learning Walks by</p>	

	<p>members of teaching staff, seemed beneficial. Is this something Almondsbury School can look at for future walks?</p> <p>Mr Voual – Also found the above would be helpful with regard to Learning Walks. Would be good to have job descriptions of Governors to help prospective Governors know what the role of each Governors is and expectations of their roles. Felt it would be a good opportunity for anyone who is interested in becoming a Governor to sit on one or two Governor meetings to give them a clear expectations of the role and what is expected from them as a Governor.</p> <p>Mr BM queried if Governor meetings are a public forum?</p> <p>PS - Meetings can be observed apart from ones containing confidential matters.</p> <p>Mrs Hewson - Once someone becomes a Governor, they then go on an induction course which seems too late as they have already committed. Be a good idea to have a briefing prior so it is known what a Governor can or can't do.</p> <p>Mr Begbey commented that he felt the structure of our Governing Body is the right size. Suggested that, before the next FGB meeting in March that a note goes in the school newsletter to inform parents that if anyone is interested in becoming a Governor that they are welcome to come along to a meeting.</p> <p>Mr BM put forward that the Governing Body could hold an event once a year where a presentation can be given for future Governors.</p> <p>Mr Begbey said he would be happy to meet anyone who is interested to encourage others to get involved.</p> <p>Mr Begbey asked the Governors to produce a small paragraph on the role profile they play on the GB. A brief job description that will help people better understand what Governors actually do.</p> <p>Mrs Hewson pointed out that the Terms of Reference for the various sub committees are a good starting points, as they describes what each committee does.</p> <p>Mr Begbey asked Governors for head and shoulders photograph to be posted on the Governor section on the school website.</p>	
13	<p><b>Governor Training and Reports</b></p> <p>Mr Begbey asked if any Governors have taken part in any training recently or could they suggest any training needs.</p> <p>Mr Lugg and Mrs Hewson attended Foundation Governor training course on 24 November organised by the Bristol Diocese.</p> <p>Mrs Hewson stated that the training was mainly for new Governors. Took on board that when looking at the SDP, Governors need to be able to see where the vision and school ethos and Christian distinctiveness is revealed within the SDP plan and how it links with Christian distinctiveness and ethos within the plan.</p> <p>Mr Begbey asked if the link can be seen in Creating our Pathways.</p> <p>Mrs Hewson stated that the links should be seen through the SDP.</p>	
14	<p><b>AOB</b></p> <p>None</p>	

<p>8</p> <p>5.25pm Mr BM and Mr Garcia left the meeting</p>	<p><b>Governor Training</b></p> <p><b>Safeguarding Update</b></p> <p>All Governors received the Annual Report to Governors on Safeguarding Children at Almondsbury CE Primary School with the Agenda.</p> <p>Mr Smith is the Designated Lead Safeguarding Officer, Mrs Hewson, Designated named Governor, Mr Baykaa-Murray, Mrs Goode and Mr Dean, Deputy Designated Teachers.</p> <p>Mrs Hewson has spoken to the children regarding Safeguarding, talking about how safe they feel and carried out a check on the SCR on 22 November 2021.</p> <p>To start the training, Mr Smith shared Safeguarding slides on the screen. These slides will be made available to all Governors.</p> <p>Mr Smith asked the Governors, what is Safeguarding in Schools, what do Governors think it constitutes and what are the areas to look at in terms of keeping children safe?</p> <p>He asked a selection of Governors what Safeguarding consists of.</p> <p>ML - Protecting the wellbeing, safety, emotional aspects of children. PV - Ensuring policies, measures and procedures are in place. TH - Looking out for notable signs, noticing any unusual behaviour. Dr C – On-line safety, cyber bullying, grooming. SB - KCSIE key document.</p> <p>Mr Smith went through the slides one by one and talked about the points highlighted.</p> <ul style="list-style-type: none"> <li>• All children and vulnerable children need to be kept safe from harm.</li> <li>• Rise in grooming due to the pandemic.</li> <li>• Curriculum covers safety of children in PSHE and RSE lessons.</li> <li>• Be aware of noticeable patterns in attendance and punctuality.</li> <li>• HT meets with EWO twice a term.</li> <li>• All information is contained within the KCSIE document.</li> <li>• Responsibility for all Governors to know their role for keeping children safe in school.</li> <li>• DSL to report to GB any safeguarding issues without divulging information of personal nature.</li> <li>• Ensure all staff have signed to confirm they have read and understood the KCSIE and that training takes place.</li> <li>• Rapid review of Safeguarding records by the LA.</li> <li>• Contact social worker if concerns raised.</li> <li>• Look for signs of trauma, change in behaviour. Being aware and taking action</li> <li>• Vital to identify any changes, keep vigilant.</li> <li>• Conscious Unbiased - Not accepting that things can be happening to the children. It can happen.</li> <li>• Peer on peer abuse, can be seen in the KCSIE document. Noting evidence and recording accurately. What actions are we taking? Mr Smith has a log in readiness.</li> <li>• Sexual violence and risk facts may be prevalent, more so in Secondary schools.</li> <li>• County lines, hanging around with gangs, getting into trouble.</li> <li>• Review taken from South Gloucestershire Safeguarding board over the last year, increase in child exploitation online, referred to agencies involved. Removing children from harmful activities, mostly secondary</li> </ul>	
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	<p>pupils.</p> <ul style="list-style-type: none"> <li>Large scale review carried out by Ofsted on behalf of the DFE looking at sexual harassment/violence within schools.</li> </ul> <p>Mrs Hewson – What is a rapid review? PS - From the LA school Safeguarding Board, issues raised by schools looked at.</p> <p>Mr Halliwell – What is Numbing? PS – When a child has no reaction to pain or is oblivious to abuse as they are used to it/</p> <p>Q Mr Arshad – More safeguarding issues as result of covid? PS – Seen an increase in anxiety, not linked to safeguarding. This has been exasperate by the pandemic. Fear of catching covid and self-isolating at home, being with parents and receiving their full attention. Mrs Bryant our ELSA (Emotional Literacy Support Assistant) supports children in school who show signs of anxiety and helps children with their worries.</p> <p>Q Mr Arshad – Do children have access to mobile devices? PS – Yes, some as young as seven. Lots of children use social media and websites that are age restricted, sometimes helped by parents who bypass the age restrictions or give a false age. Very little checks are carried out by the owners of the apps. As part of our IT policy we will report to companies to have the apps removed.</p> <p>Mr Smith reported that termly checks on the Barring List are carried out and recorded in the SCR. Any concerns reported to the LADO. Staff and Governors must be vigilant and aware at all times. Governors are reported to via the Head Teacher's report.</p> <p>Mr Begbey thanked Mr Smith for his report. There were no questions raised.</p> <p>Mr Begbey stressed the importance of Governor's roles in Safeguarding within school and ended the meeting by thanking the Governors for their input during 2021.</p>	
15	<b>Date of next meeting: 1 March 2022</b>	

The meeting ended at 5.50pm.