



‘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 1 March 2022 at 4pm
in person and on Zoom**

Present:	Mr P Smith	Mr M Lugg	Mr K Baker
	Mr S Begbey	Mrs S Hewson	Mr M Ormond (Chair
	Mr N Baykaa-Murray	Ms K Foster	of Governors,
	Mr R Halliwell	Mr N Arshad	St Peters Primary)
	Dr S Church	Mr N Garcia	

	Item	Action
1	Welcome Mr Begbey welcomed the Governors to the FGB meeting and introduced Mr M Ormond, Chair of Governors, St Peters Primary School. Mr Begbey informed the Governors that Mr Samuel Turner was elected as Parent Governor in the ballot that closed on 13 December 2021. Mr B Osborne's term of office as Parent Governor came to an end on 12 November 2021. Mr Turner was duly appointed onto the Governing Body to serve for 4 years.	
2	Opening Prayer Mr Lugg led the Governing Body in prayer.	
3	Apologies for absence Apologies received from Reverend P Rowe, Mr P Voual, Mr Samuel Turner.	Clerk
4	Registration of Pecuniary Interests None recorded.	Clerk
5	Minutes of the previous meeting The minutes of the FGB meeting held on 20 November 2021 have been 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>team?</p> <p>PS - There is no correlation.</p> <p>There were no questions raised on the Achievement of Pupils.</p> <p>Phonics assessments carried out at end of December for Year 2 children. 95% of pupils achieved the threshold, which is very positive.</p> <p>All Year 1 pupils have been assessed and 80% are on track to achieve the threshold. 13% of children are receiving intensive catch up up/interventions. 7% of children are really low scoring, in single figures and will most likely not achieve the score.</p> <p>Q KF – Where do children who are held back a year, counted in the data?</p> <p>Q PS – They are accounted for in the year they are in.</p> <p>Mr Smith reported that Phonics teaching is working well.</p> <p>SEND</p> <p>We have been awarded 3 new EHCP's. The final copy for one in Reception has been received for which we have been funding the support for. Parents have been back and forth to the 0-25 team to finalise wordings and outcomes for the 2nd EHCP.</p> <p>The 3rd EHCP for a LAC child is still in negotiations with the Bristol Local Authority.</p> <p>Advert being placed at the end of this week for the one agreed EHCP.</p> <p>Mr Smith reported that the funding for EHCP's is being cut. The Local Authority is £20 million in deficit for high needs budget. New funding figures are being released on Monday, all schools will lose funding.</p> <p>Options are to maintain TA's on current hours or, reduce hours in the future and not fund new staff as the funding will not be there. We will lose 20% in EHCP funding in the new banding system. New funding comes into in play in September 2022.</p> <p>Q KF – Can funding be back dated once we are successful in EHCP application?</p> <p>PS – Funding starts from the date of the EHCP final document.</p> <p>Q All EHCP's applied for have been successful for all, backed up by good paperwork.</p> <p>KF - Are 1-2-1 staff members on a permanent contract?</p> <p>PS – 1-2-1 staff are on a temporary contract as the children may move onto other schools in the future.</p> <p><u>Teaching and Learning</u></p> <p>Curriculum teams reviewed their action plans during January. Governors to contact PS if they haven't received plans from their class links.</p> <p>SB any comments on plans? No comments received.</p> <p><u>Work Scrutiny</u></p> <p>SLT have looked at the Deep Dives. Can be seen in Maths books, the change of methodology in teaching. Very evident that more children are doing reasoning and problem solving.</p> <p>NG - New Maths approach working well across all abilities. Lower able children are more capable of verbally problem solving, especially those in KS1 and are accessing the work at their own levels.</p> <p>English Deep Dive shows evidence of scaffolding for those children in lowest</p>	
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<p>Q</p>	<p>20% and SEND children who are given different tasks and are linked to the same concept as everyone else. The children are doing more paired work which is mixed ability. The more able are working on deepening their understanding different possibilities in Maths.</p> <p>Maths Deep Dive - lots of Ofsted related discussions on key questions. Clear that Maths leaders could supply information on class support and structure of Maths. Could see from the Maths books the strong quality of education in school. Overview valuation carried out by PS, can see the impact of childrens work including pupil conferencing, strengths and areas for development. To monitor implementation of new Math Mastery in classroom teaching. Mr Dean has the CPD plan for TA's.</p> <p>Children in the lowest 20% are to be incorporated into Pupil Conferencing. Mrs Leonard to work with children to enable them to become more articulate.</p> <p>SH – Is pairing more able children with less able children a danger, where less able children may become over whelmed by the ability of the more able child?</p> <p>NG – The children do need to be trained up for pairing. The more able child can help the lower able child, they are shown how not to tell them the answer. The more able children become like a mini teacher and also helps them to become more articulate. Also helps the lower able reinforce correct vocabulary and strategies to use. Pairing helps both abilities in gaining confidence and is working well.</p> <p>For the English Deep Dive, the English team filled in the top part with their understanding. This is good evidence for Ofsted, showing leaders good understanding. Mr Smith reported that the English team are very competent and have a good understanding on how to teach English and how to support SEND and the lowest 20%. Quality Teaching and Learning is evident in Reading, and Writing is strong. Mr Smith reported that there is consistent Quality of Education across school in both Maths and English.</p> <p>There will be a change in home reading from recommendations from the Reading review that took place last year. After Easter, the children will have one reading book and one non-reading book per week to build fluency and phonetical knowledge</p> <p>New spelling scheme has been implemented this term, to be looked at in staff meeting on Wednesday 9 March. The spelling scheme will be weaved into the English milestones.</p> <p><u>Performance management.</u> Staff have received their second round of appraisal observations linked to their targets.</p> <p><u>Pupil Premium</u> Mr Dean presented the findings of the Pupil Premium actions at the Steering Group committee meeting in January 2022 and also presented to the S&C Committee.</p> <p>Attendance is low due to covid cases in Term 3 where we had 90 children testing positive, resulting in a drop in figures. DfE advice given to schools to refuse attendance for children with covid. Government advice is to self-isolate for 5 – 7 days unless negative test result on day 5 and day 6.</p> <p>Q SB – Do you know when will this guidance change?</p>	
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<p>Q</p> <p>Q</p> <p>Q</p>	<p>PS - May change 1 April when the next update is received.</p> <p>MO – We have a duty of care to staff and pupils to keep everyone safe.</p> <p>SB – How does our attendance compare with other schools?</p> <p>PS – At 93%. We are on par with the cluster.</p> <p>KF – How much of attendance has been impacted by covid or by Persistent Absence?</p> <p>PS – SAM (School Attendance Meetings) are being carried out with parents for PA's for those children who did not have covid.</p> <p><u>Exclusions</u></p> <p>We had two fixed term exclusions in December.</p> <p><u>Safeguarding</u></p> <p>Safeguarding Audit has been completed by Mr Smith and verified by Mrs Hewson (Safeguarding Governor). Audit attached to Agenda in readiness for questions from Governors.</p> <p>Most answers to the questions on the audit are Highly Effective with two areas as Effective, these being -</p> <p>Additional safeguarding challenges for children with SEND – Action to adapt the Behaviour/SEND Policy to reflect.</p> <p>Creating a safeguarding ethos & safeguarding in the curriculum – Action to Promote safeguarding within the curriculum and to parents via newsletters.</p> <p>Recognised that Heartsmart, as part of the PHSE Curriculum, briefly covers safeguarding areas and need to look at ways of adding more in with regards to keeping children safe.</p> <p>SB – Vital to cover more on safeguarding, especially for children moving onto secondary school.</p> <p>PS - RSHE is covered during transition for Y6 pupils. Workshops for parents on E-Safety are to be run.</p> <p>SH – School prepares children well in Y6 for transitions. Good to refresh.</p> <p>All Governors agreed the Safeguarding Audit.</p> <p>Action: PS to submit the document to the LA.</p> <p><u>Professional Development.</u></p> <p>Staff have focused on oracy, writing moderation, SMSC and mathematics development.</p> <p>Appraisals – New professional growth model for TA's working well.</p> <p>SH – Is this a new document?</p> <p>PS – Yes from this year.</p> <p>SDP</p> <p>Document sent out with Agenda. Changes and amount of work can be seen in red text.</p> <p>Wrap around care profit from Breakfast Club is £2373. Childcare vouchers can be used in payment.</p> <p>After School Club provision is proving difficult to put in place. Mr Smith reported that he is still waiting on a reply from SHINE. Hoping to have ASC provision in place by Easter.</p> <p>SB - Wraparound support important for parents for overall school provision and service.</p> <p>KF – Could the Church be worth exploring as option? We have good links with church. Could this be a solution? Massive stress on parents not having afterschool care.</p>	
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Q	<p>PS – People in the church are volunteers and meet once a month. SB – This could be a link. RH – The location isn't the problem, recruiting staff is the issue.</p> <p>SB - Invited comments on Heads Report.</p> <p>NA – Any sense of outcomes on the horizon post covid? Thinking ahead, when do you think the school may be back to normal with challenges falling away? PS - Hopefully in the summer the amount of covid infections will reduce. We haven't changed our practices and are much further forward than other schools. We will see the outcomes with regards to SATS in July for the Year 2 and Year 6 cohorts.</p> <p>SH - Judging by the SLT meetings, seeing the development of the curriculum, professional development of staff, quality of Teaching and Learning, the school hasn't stood still, and has been amazing. School is strengthening all the time, especially the development of middle management with regard to the partnership with St Peters. Covid hasn't prevented development of the school or staff and has progressed well. KF - Agree, remarkable achievement. Hopefully with children back in pre-school will alleviate the challenges in Reception in September 2022.</p> <p>Governors Learning Walk to take place on Thursday 17 March.</p> <p>Mr Begbey invited comments from Mr Ormond on the Partnership with St Peters. MO – Partnership is working really well. It has delivered some stability and growth in numbers. Paul and Nic have done a lot of work with the staff. Can see the school starting to recover. KF – What has been the biggest impact? MO - Good quality leadership. 210 pupil capacity school 165 on roll. Border line of viability, few bad years of intake/low birth years create financial stress. Been able to share expertise and load, alleviating work load on staff. SB - Good and positive to hear.</p>	
7	<p>Policies to review and approve</p> <ul style="list-style-type: none"> • Educational Visits Policy • Learning and Teaching Policy • Physical Policy • Attendance Severnside Cluster Policy • Admissions Policy <p>Mr Begbey invited comments on the above policies prior to approval.</p> <p>KF – Admissions Policy, can siblings be a priority, especially with covid, to keep families together. PS – Local Authority policy following DFE rules. SH - Educational Visits Policy – What Governor involvement do we have as an approval group? PS – RH, H&S Governor looks at visits and risk assessments. Mrs Hewson recommended that the Agreed Principle in the Learning and Teaching Policy should also include quality teaching element. PS to add. Mr Begbey stated that the Attendance Policy remains the same where penalty notices are issued to parents where children are absent for more than 10 sessions in a 7 week period.</p>	

	The above policies were agreed and approved by the Governing body. Proposed by Mr R Halliwell. Seconded by Ms K Foster.	
8	<p>Chairs Report</p> <p>Mr Begbey opened up a discussion on the timings of the FGB meetings and asked the Governors their views on starting the meetings at 6pm.</p> <p>RH – Stay with 4pm start. Not fair on staff attendees who have already done a day's work to wait around for meetings to start.</p> <p>SH – Agree, stay with 4pm start.</p> <p>NA – Would prefer 6pm but happy to stay with 4pm.</p> <p>KB - 4pm proves difficult, but happy to go with majority.</p> <p>NA – Likes the flexibility of Zoom and in person meetings.</p> <p>SB - Keep the start time as 4pm.</p> <p>SB – Asked Governors thoughts on how Governors can engage more in and out of school.</p> <p>RH - Suggested to allow more time to get back to some sort of normality post Covid, let things settle down and re-assess at the end of the school year.</p>	
10	<p>Finance Staff and Premises Report</p> <p>In the absence of the Chair of the FSP Committee, Mr Begbey gave a brief overview.</p> <p>FSP Committee met on 10 February 2022.</p> <p>Finances are looking healthy.</p> <p>Carry Forward has decreased by £16k.</p> <p>Overall surplus of £104k, down from £120k. If we go too much over the surplus, we will need to give back or allocate spend.</p> <p>The Policies below were considered by the FSP Committee and are for approval at the FGB meeting.</p> <ul style="list-style-type: none"> • Best Value Policy • Anti-Fraud and Corruption Policy • Financial Procedures Policy • Purchasing Policy • Schedule of Delegated Authority • Risk Management Policy • School Business Continuity Policy <p>All Policies agreed and approved by the FGB.</p> <p>Proposed by Mr K Baker.</p> <p>Seconded by Dr S Church.</p> <p>FGB to approve School Fund contribution of £20k for the playground project led by the PA. This was approved by the Governing Body.</p> <p>Proposed by Ms K Foster.</p> <p>Seconded by Mr M Lugg.</p>	
11	<p>Standards and Curriculum Report</p> <p>Please find attached the minutes of the S&C meeting on Tuesday 15 February 2022 attached to these minutes.</p> <p>Mr Lugg gave a brief overview below of the meeting to the FGB.</p> <ul style="list-style-type: none"> • Curriculum Presentation received from the Creative Arts team • In RE the theme “I wonder” is being used with sub topics of, “Why”, “Healing”, “Spiritually” and “What would you ask God”. 	

	<ul style="list-style-type: none"> • Display board in the shape of butterfly wings for pupils to put their heads through for photos. • Arts Team were hoping to take part in an Art Research Project which was cancelled. • Oracy development across the school going well. • Choir restarted Monday 28 February. • Assessment covered in Heads Report. • Gap in Year 2 is closing due to support and is working well. • Katie Goode, Tim Dean and Becky Wingett are on the NPQSL course • SH and ML carried out virtual pupil conferencing with Year 4 children. 	
14	<p>AOB</p> <p>Summer Fayre Raffle – Mr Begbey requested help from the Governors to help run the raffle stall and sell tickets at the Family Fun Day on Saturday 25 June 2022. He asked Governors to think of local businesses/employers that may be approached to donate raffle prizes. Governors to email SB of which business, etc. in mind.</p> <p>Flexible Working Policy – KF asked if this Policy could be reviewed at the next FGB meeting to enable staff to plan and to enable structure planning.</p> <p>Meeting date of the FGB in May was discussed as Mr Begbey cannot attend on 3 May 2022.</p>	

The meeting ended at 5.50pm.