



Almondsbury C of E Primary School

**Minutes of the Full Governing Body meeting held on Tuesday 22nd November 2022 at 4pm
in person and on Teams**

Present:

Mr Nadeem Arshad	Mr Ken Baker – Online	Mr Nic Baykaa-Murray
Mr Simon Begbey (Chair)	Mr Marco Boscolo	Ms Kate Foster
Mrs Sue Hewson	Mr Nick Garcia	Mr Mike Jenkinson
Mr Mike Lugg	Mr Sam Marshall Evans (Clerk)	Mr Paul Smith
Mr Prithpal Voual	Mrs Sue Wright	

PoI - Point of Information

PoA - Point of Action

PoN - Point of Note

Item	Details	Action
1: Welcome	<ul style="list-style-type: none"> Mr Begbey welcomed the governors to the meeting. 	
2: Opening Prayer	<ul style="list-style-type: none"> Mr Lugg led the governing body in prayer. 	
3: Apologies PoN PoN	<ul style="list-style-type: none"> Apologies were heard for Mr Turner. Mr Baker is attending online. Mr Baykaa-Murray and Ms Foster would be joining later. The governors introduced themselves to new members. Mr Boscolo and Mrs Wright introduced themselves. Kate Foster joined - 16:02. Ken Baker joined - 16:10. 	
4: Declaration of Governor Interests	<ul style="list-style-type: none"> No interests were declared. 	
5: Appointment of Co-opted Vacancy - Parent Governor Election	<ul style="list-style-type: none"> Mr Begbey informed that Mr Boscolo would be filling the position. 	
6: Minutes of Previous Meeting	<ul style="list-style-type: none"> There were no comments on the minutes of the previous meeting (27/09/22). The minutes were confirmed as accurate. Ms Foster requested minutes from FGB meetings on the website to be checked and updated. Mr Marshall Evans agreed to do so. 	Mr Marshal Evans to update FGB page on website.

<p>Q/PoA</p> <p>Q</p>	<ul style="list-style-type: none"> ○ Mr Lugg requested an update on complaints policy. Mr Begbey informed that it would be looked into at next committee meeting. Ms Foster asked for clarification. Mr Begbey informed that the policy was difficult to navigate when used for complaints. Governors to review Complaints Committee to familiarise themselves. ○ Mr Boscolo asked about dates at end of policy documents. Mr Smith informed that documents on website are now up to date but required confirmation. 	<p>All to review Complaints Committee to Familiarise.</p>
<p>7: Head's Report</p> <p>Q</p> <p>PoN</p> <p>Q</p> <p>Q/PoA</p> <p>Q</p>	<ul style="list-style-type: none"> ○ Mr Smith informed governors of successful Learning Walk, which allowed viewing of new phonics system. ○ (Ref: SEN) Mr Smith informed that 1 SEN child has moved to another school. Currently 9 SEN pupils. 2 reception pupils currently being assessed. ○ Ms Foster asked if number or Cause for Concern children is high. Mr Smith informed that numbers are below national average. Ms Foster asked if numbers were across the whole school. Mr Smith confirmed. ○ Mrs Hewson remarked that teachers take on SEN pupil in class due to high standards. ○ (Ref: Teaching and Learning) Mr Smith informed that staff are working using agreed action plans. Deep dives into Geography and DT have been completed. ○ Mr Smith informed that Heather Taylor visited for Maths Deep Dive. Heather highlighted strong pedagogy, pupil engagement, use of resources revisits and vocabulary. Next steps include developing independence in KS1, more specific vocabulary to current lesson and resolving possible cognitive overload. ○ Nic Baykaa-Murray joined - 16:25. ○ Mr Smith informed pupil premium pupils still receiving support. Sports premium strategy is being implemented. ○ (Ref: Pupil Issues) Mr Smith informed that attendance is not strong recently. Outbreak of D&V prior to half term drove down numbers. Attendance looked at fortnightly – parents invited to meeting in case of persistent absence. One pupil on FSM has been a school refuser. SEN pupils have good attendance. Figures are just above national average. ○ Mr Begbey asked for the definition of persistent absence. Mr Smith informed below 90% attendance. Only four days off required for that figure to drop below 90%. 14 of PA children within 0.2% of 90%. ○ Ms Foster asked if persistent absence figures could be divided into absence due to illness and other reasons. Paul informed that this could be done. ○ Ms Foster asked for clarification on fines for absence. Mr Smith informed that a 7-week rolling timetable is used for tracking absence due to holidays etc. 	<p>Breakdown of absence figures for next meeting.</p>

Q	<ul style="list-style-type: none"> ○ (Ref: Safeguarding) Mr Smith informed that SCR has been monitored and amended by himself and Mrs Hewson. Currently four children are allocated to social worker. ○ (Ref: Health and Safety) Mr Smith informed that Electricity board in children’s kitchen replaced and paid for by LA. ○ (Ref: Leadership and Management) Mr Smith informed that Louise Owens will be replacing Tom Allen. Long term sickness cover for Anna Abraham. ○ Ms Foster asked if Anna would be returning. Mr Smith informed yes but circumstances may change. ○ Mr Smith informed that new goals have been set for staff professional growth. A new Bridge Family Strategic Plan has been produced. ○ Mr Smith informed that two governors need to be recruited. One co-opted governor position requires filling and has been advertised for. ○ Mr Smith informed that governors should attend Learning Walks if possible. ○ Mr Smith informed that St Peter’s/Almondsbury partnership has flourished. Visits have occurred between schools by teachers. ○ (Ref: Wraparound Care) Mr Smith informed that Breakfast Club has 55 children attending. After school clubs are popular; up to 20 children staying on site till 17:30. Childcare vouchers will continue to be accepted for clubs. Tracey Heaps has had difficulty keeping up with maintenance of this. 	
8: Governor Training		
9: Policies to Review and Approve Q Q Q	<ul style="list-style-type: none"> ○ Mr Begbey informed that five policies need to be reviewed and approved. Mr Begbey asked for any questions on policies. ○ Mr Lugg informed that he had made his usual review and submitted minor changes to Mr Smith. ○ Mr Lugg asked if unions are consulted on pay policy? Mr Baykaa-Murray informed that government does negotiations with unions centrally. ○ Mr Begbey asked if any material changes? Mr Smith informed no, only typos and updates to pay scales. ○ Mr Lugg asked if anti-bullying policy can parents reviewing policy be communicated outside policy itself. This was agreed. ○ Mr Jenkinson proposed accepting policies. Mrs Hewson seconded. Policies were accepted. 	
10: Finance, Staffing and Premises Report	<ul style="list-style-type: none"> ○ Mr Voual informed that forecast review had been completed in mid-October with Mr Smith. This year expecting in year deficit of £15,000 when surplus was expected at start of year – due to pay awards. Next year is forecast of deficit of £50,000 when St Peter’s and Sport Premium not included – when included £50,000 surplus overall next year. Government funding not reflected – when allocated it should fund pay award. 	

<p>Q</p> <p>Q</p> <p>Q</p>	<ul style="list-style-type: none"> ○ Ms Foster asked if St. Peters funding will continue. Mr Smith informed that till August funding is available. From then waiting until meeting in February to confirm continuance. ○ Mr Begbey remarked that funding is likely to continue. ○ Mr Baker asked if inflation costs have been factored into expenses. Mr Smith informed that forecast includes inflationary increase on energy. Some resources have a smaller inflationary cost than others – 10% is the average. ○ Mr Voual remarked that position is good given situation in other schools. ○ Ms Foster asked if wraparound care included in budget. Mr Smith informed yes. Mr Begbey informed that the program is successful financially and practically. ○ Mr Lugg proposed accepting budget. Mr Voual seconded. Budget was agreed. 	
<p>11: Standards and Curriculum Report</p> <p>PoA</p> <p>Q/PoA</p>	<ul style="list-style-type: none"> ○ Mrs Hewson informed on 2 curriculum presentations – Sam McDowall on SEND. Support in Almondsbury compared to LA for SEN is lower due to ability to have children in class to learn. 55% of SEN struggle with communication and interaction, 25% with 20% with communication and language. ○ Mrs Hewson informed that COVID disrupted intervention from outside professionals, now getting back to pre COVID strategy. ○ Mrs Hewson informed that Mr Smith to continue as cluster lead for SEN with Sam as SENCO. It would be useful to present Sam McDowall's report to parents. ○ Mrs Hewson informed on English presentation. Focus on oracy, 'talk like a ...', focus on vocabulary. Deep Dive with Heather Taylor resulted in mapping vocabulary - particularly in science, lessening cognitive load. Also discussed guided reading strategy throughout school – the whole class studies and collaborates on the same text rather than in small groups. ○ Mrs Hewson informed of focus on interventions with lowest achieving 20% to help them to reach their targets. ○ Ms Foster asked if Books for Breakfast in Reading Week will be reinstated on a more regular basis. Mr Smith informed that English team could look at this. ○ Mr Begbey informed that the next S&C committee will be on 31st January. 	<p>Share Sam McDowall's SEN Presentation with parents.</p> <p>English Team to look at reinstating regular Books for Breakfast sessions.</p>
<p>12: Chairs Report</p>	<ul style="list-style-type: none"> ○ Mr Begbey explained Learning Walks to governors and asked for thoughts from governors who attended the most recent walk. ○ Ms Foster remarked that walk was very organised and allowed access to lots of classes in time. Focus on Maths and Phonics as well as pupil conferencing to look at books etc. Well worth attending to get better idea of how school works. 	

<p>Q</p> <p>Q</p>	<ul style="list-style-type: none"> ○ Mr Lugg remarked that walk was very informative and well organised. ○ Mr Lugg asked if governors could have program for the learning walk in advance? Mr Smith informed that it is possible but dependent on governors informing on attendance. ○ Mr Jenkinson remarked that he was very impressed with school and natural manner of worship integration. ○ Mr Begbey remarked that he was very impressed with pupil behaviour and enthusiasm for school in many forms. Thank you to staff and pupils. Ms Foster agreed. Children were able to articulate lesson structure very well at all ages. Phonics working very well. ○ Mrs Hewson remarked that she was impressed by worship committee's responses when meeting with them. Children very engaged and able to answer questions articulately. ○ Mr Arshad asked when the next learning walk is due. It was agreed that best time would be Thursday or Friday. Thursday 2nd March provisionally decided upon. ○ Mr Smith asked if it was helpful to have it on the same day as governor's meeting. All informed no. ○ Mr Lugg informed about Bridge conference to discuss academy formation. Presentations on where the process is currently, from other schools at various stages in process. Afternoon consisted of group working to discuss what was wanted from the process. Positive attitudes noted by attendees. ○ Mr Smith informed that next Governors Conference is on Saturday 4th February. Numbers need to be confirmed by 9th January. Venue at St. Peter's. 	
<p>14: AoB</p>	<ul style="list-style-type: none"> ○ Mr Lugg informed that he will be unavailable from 30th Jan - 10th March - holiday. 	
<p>13: Governors Training and Reports (Moved)</p> <p>Q</p> <p>PoN</p>	<ul style="list-style-type: none"> ○ Mr Begbey asked for update on training for new governors. Mr Marshall Evans informed that training is being arranged for Mike J and Marco and will be arranged for Sue W. ○ Mr Boscolo asked for clarification on dates for training. Mr Smith informed of induction on 25th Jan and further training in March. ○ Mr Baykaa-Murray, Mr Garcia, Mr Jenkinson and Mrs Wright left - 17:55. ○ Mr Arshad, Mr Begbey, Mr Boscolo, Ms Foster, Mrs Hewson, Mr Lugg and Mr Voual received Safeguarding Training from Mr Smith. 	
<p>15: Next Meeting</p>	<ul style="list-style-type: none"> ○ Next meeting set for Tuesday 21st February 2023. 	