



## Almondsbury C of E Primary School

**Minutes of the Full Governing Body meeting held on Tuesday 9th May 2023 at 16:15 in person.**

### Present:

Mr Ken Baker	Mr Nic Baykaa-Murray	Mr Simon Begbey (Chair)
Mr Marco Boscolo	Mr Nick Garcia	Mrs Sue Hewson
Mr Mike Jenkinson	Mr Mick Lugg	Mr Sam Marshall Evans (Clerk)
Mr Paul Smith	Mrs Sue Wright	

### Pol - Point of Information

### PoA - Point of Action

### PoN - Point of Note

Item	Details	Action
1: Welcome	<ul style="list-style-type: none"> <li>Mr Begbey welcomed the governors to the meeting.</li> </ul>	
2: Opening Prayer	<ul style="list-style-type: none"> <li>Mr Jenkinson led the governing body in prayer.</li> </ul>	
3: Apologies	<ul style="list-style-type: none"> <li>Apologies were heard for Mr Arshad and Mr Voual. Mr Turner informed that he would be joining later.</li> </ul>	
4: Declaration of Governor Interests	<ul style="list-style-type: none"> <li>No interests were declared.</li> </ul>	
5: Minutes of Previous Meeting	<ul style="list-style-type: none"> <li>The minutes of the previous meeting (22/02/23) were confirmed as accurate. All actions confirmed as completed.</li> </ul>	
6: Head's Report  Pol	<ul style="list-style-type: none"> <li>Mr Smith relayed information from the report, beginning with Achievement of Pupils (REF: <i>Achievements of Pupils - Assessments</i>). Mr Smith informed that Year 1 reading is on track. Setup on Arbor is causing low figures due to technical problems, particularly in year 1 and 6. Individual scores show anomalies due to technical problems.</li> <li>Mrs Hewson requested clarification of the technical issues. Mr Smith provided clarification.</li> <li>Mr Smith informed that Year 2 results are on track. Pupil progress meetings thorough, lots of catch up and intervention meetings to keep students on track. Phonics is strong – REC are 84% on track, this is high. Year 1 are 90% on track to achieve phonics check in June. Year 2 - only 2 children that didn't pass phonics last year, 1 is not redoing due to need-based difficulties.</li> </ul>	

	<ul style="list-style-type: none"> <li>Mr Smith informed that Year 6 SATs take place this week. SPaG completed today. Staff have been working hard to achieve pupil targets. Year 6 GDS is lower than usual.</li> </ul>	
Q	<ul style="list-style-type: none"> <li>Mr Begbey requested clarification on GDS. Mr Smith informed it means greater depth.</li> </ul>	
Q	<ul style="list-style-type: none"> <li>Mr Begbey asked if lower GDS is COVID related. Mr Smith informed yes.</li> </ul>	
	<ul style="list-style-type: none"> <li>(REF: SEN) Mr Smith informed that a teamwork approach will be adopted to support SEN children given funding cuts – equivalent to 1 less staff next year and 2 less the year after. Key phase teams will be formed to support SEN children.</li> </ul>	
PoN	<ul style="list-style-type: none"> <li>(REF: Quality of Education) Mr Smith informed that curriculum teams continue to work on agreed action plans.</li> <li>Mr Begbey requested questions on what has been discussed so far. Mr Lugg expressed positive comments on phonics and art. Mr Garcia remarked that the children were enjoying the art curriculum a lot. Mr Smith remarked that there has been a marked improvement in children's artistic ability.</li> </ul>	
Q	<ul style="list-style-type: none"> <li>Mr Begbey asked when SATs results are due. Mr Smith informed 12th July.</li> </ul>	
Q	<ul style="list-style-type: none"> <li>Mr Begbey asked if results will be lower than expected. Mr Smith informed that some children are finding SATs stressful but overall they are coping well.</li> </ul>	
Q	<ul style="list-style-type: none"> <li>Mr Begbey asked about SATs timetables. Mr Smith informed that Year 6 are completing theirs this week and Year 2 next week.</li> </ul>	
	<ul style="list-style-type: none"> <li>Mr Smith informed that attendance is rising and persistent absence is declining.</li> </ul>	
Q	<ul style="list-style-type: none"> <li>Mr Begbey asked is there a national average for FSM? Mr Smith informed not until the end of the year.</li> </ul>	
Q	<ul style="list-style-type: none"> <li>Mr Lugg asked if attendance target is achievable. Mr Smith informed no given abnormality of the year.</li> </ul>	
Q	<ul style="list-style-type: none"> <li>Mr Boscolo asked for clarification on normal year. Mr Smith informed that a number of factors affected absence since 2019.</li> </ul>	
Q	<ul style="list-style-type: none"> <li>Mr Begbey asked if there is a benchmark average for attendance. Mr Smith informed that used to be benchmarked against other LA schools, but now can only be compared against national average for all schools and national primary average.</li> </ul>	
	<ul style="list-style-type: none"> <li>(REF: Exclusions/Suspensions) Mr Smith informed that 1 child has been excluded since last FGB meeting. Pupil is receiving support to assist with behaviour internally and from outside agencies.</li> </ul>	
Q	<ul style="list-style-type: none"> <li>Mr Begbey asked what the impact is on other pupils/ staff. Mr Smith informed that strategies are in place to mitigate impact. Engagement of child's parent isn't strong. Three outside agencies involved and Emergency Annual review to assess child's placement at Almondsbury.</li> </ul>	

<p>Q</p> <p>Pol</p> <p>Q</p> <p>Q</p> <p>Q</p>	<ul style="list-style-type: none"> <li>○ (REF: Safeguarding) Mr Smith informed that safeguarding procedures are in place and effective. Safeguarding audit carried out by Mrs Hewson and Mr Smith - self-graded as effective. Highly effective status set for future efforts – online safety aspect needs work due to lack of liaison since Simon Church left governor position.</li> <li>○ Mr Jenkinson asked if highly effective is achieved, will other schools aim to emulate and can we emulate others who are there already. Mr Smith informed yes but only with Bridge family schools.</li> <li>○ Mr Baker arrived at 16:42.</li> <li>○ Mrs Hewson remarked that Ofsted are very rigorous with this aspect of safeguarding procedure. Mr Smith has shown her CPOMS and she am impressed by its efficiency RE: record-keeping. Also its easily accessible. Mrs Hewson also remarked, however, that the process may be time consuming.</li> <li>○ Mr Baykaa-Murray informed that use of CPOMS is less time consuming that previous methods.</li> <li>○ Mrs Hewson informed that she and Mr Smith are keeping database of staff up to date to ensure all are qualified safeguarding-wise.</li> <li>○ Mr Smith informed that training is being arranged for an additional staff member to become an ELSA.</li> <li>○ (REF: Health &amp; Safety) Mr Smith informed that the latest fire drill was attended by Mr Lugg and went smoothly.</li> <li>○ (REF: Wraparound Care) Mr Smith informed that Breakfast Club continues to be a success. Boosting school budget but more staff required due to demand in bookings. £12,000 profit margin from this year. Costs to parents is fair.</li> <li>○ Mr Baker asked how many Breakfast Club pupils there are at the moment. Mr Smith informed 35 at lowest times, 48-54 at peak times. 90-120 total children for after-school clubs. 24 in wraparound care.</li> <li>○ Mr Begbey remarked that money should be used to fund breakfast club; it wasn't set up as an income source.</li> <li>○ Mr Begbey asked if numbers had increased on after-school activities. Mr Smith informed yes to pre-COVID levels.</li> <li>○ Mr Baker asked if Breakfast Club is being kept rather than being used as a temporary solution. Mr Smith informed yes.</li> <li>○ Mr Boscolo asked what the plan was for Breakfast Club profits. Mr Smith informed that they are used to fund Breakfast Club and pay for some school resources.</li> <li>○ Mr Baker asked if Breakfast Club profits were in breach of tax laws. Mr Smith informed no.</li> </ul>	
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<p>7: Policies to Review and Approve</p> <p>Q</p> <p>Q</p>	<ul style="list-style-type: none"> <li>Mr Begbey requested questions on policies and informed that all had been reviewed.</li> <li>Mr Begbey asked if policy amendments have been completed. Mr Smith informed yes.</li> <li>Mr Begbey asked if quote could be removed from policy. Mr Smith informed yes.</li> <li>Mr Baykaa Murray proposed approval of policies. Mr Lugg seconded. Policies were approved.</li> </ul>	
8: Chair's Report		
<p>9: FSP Report</p> <p>Q</p> <p>Q</p> <p>Q</p> <p>Q</p> <p>Q</p> <p>Q</p>	<ul style="list-style-type: none"> <li>Mrs Hewson informed that budget is positive £124,000. £5,000 budget for this financial year. Mrs Hewson also informed that Bridge budget, Wraparound care profit and catering costs discussed. Break even contract was also agreed.</li> <li>Mr Lugg informed that premises budget on track but some work needed on external structure.</li> <li>Mr Smith informed that a £7,700 quote for fence improvements has been received. Tracey Heaps to put through.</li> <li>Mr Boscolo asked why figures are looking positive given staff cost increases. Mr Smith informed additional £50,000 income from grants has boosted budget. Also spending is less than expected. Part funded for increases to staff costs, this will be finalised depending on unions/government deal. Support staff costs are funded but teaching costs are not.</li> <li>Mr Jenkinson asked if additional grants will be given when unions/government deal is agreed. Mr Smith informed no but increase assumptions have been included in budget.</li> <li>Mr Jenkinson asked about impacts of energy cost increases. Mr Smith informed of 100% increase in electricity; £12,000 to £24,000. Oil costs not as bad as gas, which has benefitted the budget.</li> <li>Mr Begbey informed energy costs are a small share of total costs. Income numbers are not inflated, which explains odd deficit in report.</li> <li>Mr Smith informed that a summary and detailed report will be sent to all governors.</li> <li>Mrs Hewson asked if a 3 year budget will be submitted. Mr Smith informed yes.</li> <li>Mrs Hewson asked if council will come back to governors on budget. Mr Smith informed no as they work year by year.</li> <li>Mr Baker proposed approval of budget. Mr Boscolo seconded. Budget was approved.</li> </ul>	<p>Mr Smith to send summary and detailed report to governors.</p>

<p>10: S&amp;C Committee Report</p>	<ul style="list-style-type: none"> <li>○ Mrs Hewson informed of meeting with Maths team. Maths Mastery scheme was discussed. Whole class work on maths concepts until all are confident. Less able pupils have support staff, more able have greater depth learning in addition to basic understanding. Mr Garcia reports his class are doing well with the scheme. Maths Attack is now linked to scheme. Lowest scorers are given targeted teaching. Results are higher than national average. Thanks given for meeting; very insightful.</li> <li>○ Mrs Hewson informed that Reception children are making excellent progress with new phonics scheme. 90% of Year 1 are on track to pass phonics assessment. 50% of Year 2 retakes on track to pass, as Mr Smith explained earlier.</li> <li>○ Mrs Hewson informed of catch-up strategies in place to support children having difficulty accessing learning.</li> <li>○ Mrs Hewson informed of EHCP. 1 child in Reception moving to specialist provision. 1 child accessing outside agencies due to behaviour.</li> <li>○ Mrs Hewson informed that Katie Goode and Tim Dean are continuing with MPQSL course. Becky North focusing in EYFS. Mr Smith completed MPQEL, awaiting assessment.</li> <li>○ Mrs Hewson informed of Bridge Games next week for Y3&amp;4. Year 5&amp;6 events linked to debating upcoming.</li> <li>○ Mrs Hewson informed that some monitoring done on collective worship. This was very positive. No learning walks due to strikes.</li> </ul>	
<p>11: Partnership Discussion &amp; Agreement</p> <p>Q</p> <p>Q</p> <p>Q</p>	<ul style="list-style-type: none"> <li>○ Mr Baykaa-Murray informed that progress at St Peter's is good. Capacity is an issue; small school, less staff to support students. Recent review was difficult but not reflective of actual practice at St Peter's.</li> <li>○ Mr Begbey asked who conducted the review. Mr Smith informed that Heather did.</li> <li>○ Mr Baykaa-Murray informed that St Peter's has come a long way since he and Mr Smith took over. Staff have stepped up to expectations.</li> <li>○ Mr Baker asked which areas were picked up on in review. Mr Baykaa-Murray informed EYFS; lead appointed to start in September. ELS success school visit coincided badly with review which caused difficulty. Pupil's reading ability have improved but they had difficulty interacting with reviewers. Some areas where improvement is required are valid.</li> <li>○ Mrs Hewson remarked that given the level of challenges, St Peter's is doing very well.</li> <li>○ Mrs Hewson informed that most recent meeting was positive. Partnership agreed to continue on St Peter's end.</li> <li>○ Mr Begbey asked if Mr Baykaa-Murray and Mr Smith will continue in roles next year. Mr Smith informed yes.</li> </ul>	

	<ul style="list-style-type: none"> <li>Mr Begbey proposed continuation of Almondsbury/St Peter's partnership. Mrs Hewson seconded. Partnership continuation approved.</li> </ul>	
<p>12: Bridge Family of Schools Update</p> <p>Q</p>	<ul style="list-style-type: none"> <li>Mr Smith informed that documentation sent to all schools involved for consistent message. Explanation of core beliefs and values that are now in place. Values were collated and deemed cohesive.</li> <li>Mr Smith informed outline of regular meetings between staff, governors and independent advisor. Strategic plan created to guide development.</li> <li>Mr Smith informed that events to run for staff to align curriculum improvements for Art, DT and Computing (upcoming). Bridge family not receiving additional funding due to reduction in LA funding but schools will collaborate to mitigate this.</li> <li>Mr Smith informed that headteachers have visited other trusts to engage collaboration and support. Bridge schools will also support each other in EYFS development.</li> <li>Mr Smith informed that due diligence document has been shared with reps from steering group. Bridge has come out strongly compared to other trusts.</li> <li>Mr Smith informed of meetings with RDD, diocese directors and other South Gloucestershire schools. All are supportive of trust foundation. Five South Gloucestershire schools met as follow up from initial meetings with schools not already engaged with trusts.</li> <li>Mr Smith informed that policies have been created to move towards collaboration strategic pathway. Will be considered by RDD for trust creation. Timeline discussion RE: due diligence for structure and decision making.</li> <li>Mr Smith informed of change in local structure. Three new trust spaces available for creation in LA. Bridge is in good position to achieve one of these spaces.</li> <li>Mr Smith informed that financial contributions toward school improvements will be tied to pupil numbers for fairness.</li> <li>Mr Begbey asked if Almondsbury is the largest school in the partnership. Mr Smith informed yes.</li> <li>Mr Smith informed that December/January set for change over from steering group to 'shadow' board of trustees. Governors will still play a role.</li> <li>Mr Smith informed that cost of conversion will be £22,000 for transfer of land, deeds etc. to trust. Each school will be granted £25,000. Central services will be outsourced for first 4-6 years.</li> <li>Mr Smith informed that local governing bodies will be maintained to engage with local communities. Representation from each diocesan board of education would be included in bridge trustee board if majority articles are sought.</li> </ul>	

PoA	<ul style="list-style-type: none"> <li>Mr Begbey requested a review for better understanding of potential support costs. Details on what are we paying now compared to what will be paid in future.</li> </ul>	Review of Bridge Family support costs to affirm understanding.
Q	<ul style="list-style-type: none"> <li>Mr Baker asked for clarification on new staff roles, including details on financing and commitments of roles. Mr Smith informed that details are in documentation sent out.</li> </ul>	
Q	<ul style="list-style-type: none"> <li>Mrs Hewson asked if RDD will review business plan before approval. Mr Smith informed yes.</li> </ul>	
PoA	<ul style="list-style-type: none"> <li>Mr Smith requested approval of Bridge review document. All agreed.</li> <li>Mr Begbey requested that as questions regarding Bridge development are asked can they and answers be included in next Bridge review. Mr Smith informed yes.</li> <li>Mr Begbey requested approval for Bridge expenditures. Mr Lugg proposed. Mrs Hewson seconded. Expenditures approved.</li> </ul>	Questions and subsequent answers regarding Bridge development to be included in next Bridge review.
13: AoB	<ul style="list-style-type: none"> <li>Mr Begbey extended an invitation to Family Fun Day on 1st July to governors. Request from PA for prizes for raffle; could governors provide prizes or approach local businesses for prizes. A group email to be created to keep track of who has approached which businesses.</li> </ul>	
Q	<ul style="list-style-type: none"> <li>Mr Boscolo asked for clarification on prize details. Mr Begbey informed that suitable prizes should be approximately £50 in value; voucher for activities/meals/prizes etc. from local businesses or from governors.</li> <li>Mr Begbey informed that the next governors Learning Walk will take place on 28th June.</li> </ul>	
12: Next Meeting	<ul style="list-style-type: none"> <li>Next meeting date set to: Tuesday 11th July 2023.</li> </ul>	