



Almondsbury C of E Primary School

Minutes of the Full Governing Body meeting held on Tuesday 27th September 2022 at 4pm in person and on Teams

Present:

Mr Nadeem Arshad	Mr Ken Baker – Online	Mr Simon Begbey (Chair)
Ms Kate Foster - Online	Mrs Sue Hewson	Mr Nick Garcia
Mr Mike Jenkinson	Mr Mike Lugg	Mr Sam Marshall Evans (Clerk)
Mr Paul Smith	Mr Sam Turner - Online	

Pol - 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	<ul style="list-style-type: none"> Apologies were heard for Mr Baykaa-Murray and Mr Voual. 	
4: Appointment of Chair & Vice Chair 2022/2023	<ul style="list-style-type: none"> Mr Begbey and Mr Voual were nominated as Chair and Vice-Chair respectively. After voting, Mr Begbey and Mr Voual were duly elected to the positions of Chair and Vice-Chair respectively. 	
5: Registration of Pecuniary Interests	<ul style="list-style-type: none"> The governors were asked to complete the annual <i>Declaration of Pecuniary Interests</i> form and return them to the clerk or to the school office. 	
6: Governors Policy for Confidential Matters	<ul style="list-style-type: none"> Mr Begbey informed the governors of the <i>Governing body Code of Conduct</i>. 	
7: Minutes of Previous Meeting	<ul style="list-style-type: none"> There were no comments on the minutes of the previous meeting (05/07/22). The minutes were confirmed as accurate. 	

<p>8: Head's Report</p> <p>Q</p> <p>Q</p> <p>Pol</p> <p>Q</p> <p>Q</p>	<ul style="list-style-type: none"> Mr Smith relayed information from the report, beginning with Phonics (<i>REF: Assessment Information - Phonics</i>). Mr Smith informed that phonics are being assessed using a new system introduced and trained on at beginning of year. Parents of reception and year 1 children have been updated. Mrs Hewson asked if new books are required for the reading scheme. Mr Smith informed that some new books were purchased for new sound groupings but most carried over from the previous scheme. Total cost £3000 for training, resources and books. Mr Smith informed that he and Mr Dean had been trained on Arbor (<i>REF: Assessment Information - Arbor</i>) usage to centralise assessment data. This saved £1500 due to streamlining and is also less time consuming. Mr Smith informed that targets for academic year (<i>REF: School Targets for Year 2/6 Pupils 2022/2023</i>) for Year 2 are based on educated references as the EYFS year is not finished – internal info was used. Year 6 is based on Year 2 data – the current Year 6 is the best Year 2 group in recent records but have had 2 years of disrupted learning, so some challenges lie ahead. Mr Smith informed that outcomes are above national and local averages for KS1 & 2 and only below on EYFS. The current cohort have had less difficulty. Ms Foster asked if the extra year in preschool has helped the current cohort. Mr Smith agreed that it had. Mr Begbey informed that observers to the meeting are able to voice their thoughts but not vote on decisions. Mr Jenkinson and Mr Arshad asked if a glossary could be distributed regarding EYFS. Mr Begbey confirmed that this could be done and asked Mr Marshall Evans if he could facilitate this. Mr Smith informed that EHCP has had two additions and one subtraction due to transition to another school (<i>REF: SEN</i>). CLA pupils are making good progress. Transition funding has been obtained for 1 child in reception – advertisements for support have been sent out to cover this, though EHCP application will likely be submitted by end of reception. Mr Smith informed that curriculum teams have met to plan the year ahead (<i>REF: Teaching and Learning</i>). KUW has tweaked curriculum. Deep dives on Geography, DT and MFL are upcoming. Pupil Premium students will continue to be supported. Mr Smith informed that persistent absence is at 17.9% but drops to 6.5% with COVID impact removed. Mr Begbey asked how this compared to previous years. Mr Smith informed that the previous year was 3% and the year before 6%. Term time holidays are the primary cause. 	<p>Mr Marshall Evans to distribute EYFS glossary to governors.</p>
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Q	<ul style="list-style-type: none"> Mr Lugg asked what the reasons were for term time holidays. Mr Smith informed that COVID requiring holidays to be at certain times and some taking holiday due to relief at COVID decline were the primary reasons. Ms Foster remarked that these values are unlikely to change soon given cost of living crisis. Mr Smith agreed. 	
Q	<ul style="list-style-type: none"> Mr Arshad asked if parents understand the consequences of absence due to holidays? Mr Smith informed that a letter has been dispatched previously to explain consequences on attainment etc which can be sent out again. 	
Q	<ul style="list-style-type: none"> Ms Foster asked if there is any way to pull out attainment for pupils who are persistently absent to send to parents? Mr Smith informed the this is done individually three times per year. Parents are invited in to discuss poor attainment/persistent absence. 	
PoA	<ul style="list-style-type: none"> Mr Begbey requested consideration of communication on the subject to reinforce the consequences of absences. Mr Arshad remarked that the impact on the child should be emphasised as a fine does not seem to affect decisions. 	
Q	<ul style="list-style-type: none"> Mr Jenkinson asked if there is any difference in attitudes between different years e.g. are reception children's parents less worried. Mr Smith informed that attitudes are the same throughout the school. Ms Foster remarked that certain attitudes towards absence may be more prevalent as a result of home-schooling during COVID. Mr Smith informed that pupil numbers have increased to 309 (+7) due to last minute additions (<i>REF: Pupil Numbers</i>). 	
Q	<ul style="list-style-type: none"> Mr Begbey asked why this is the case. Mr Smith informed that there had been a delay in applications. 2 pupils are from Hong Kong, 1 from Ukraine and 4 from other local schools. Mr Smith informed that safeguarding reviews had been done by teaching staff last week. TA staff to complete it tomorrow. Governors to complete in November. 	
Q	<ul style="list-style-type: none"> Mr Begbey asked if confirmation of document reading RE safeguarding could be submitted via email. Mr Smith confirmed this. Mr Smith informed that the fixed wire testing has raised issues requiring the board to be replaced; £10000 cost (<i>REF: Health and Safety</i>). Mr Smith informed that new staff members are settling in well. All staff are back positively. Mr Arshad attended Bridge Family of Schools meeting, next one on Monday 31st October Bridge at Bower; Mr Arshad will attend but one extra space is available. Mr Begbey will send out requests for attendance. Bridge Family of Schools day on the 4th February; all governors are invited to attend. 	

PoA	<ul style="list-style-type: none"> Mr Begbey requested a document of all dates relevant to governors to be put together by Mr Marshall Evans. Mr Marshall Evans agreed to lease with Mr Smith and despatch. Ms Foster also requested curriculum meeting dates. Mr Begbey asked if Mr Smith could explain the learning walk for new governors' benefit. Mr Smith informed that it consists of walking around the school to watch classes, speak to pupils and look at work books. The is an emphasis on vocabulary this year. Thoughts are brought to governors meeting to discuss. The intention is to provide governors hands-on perspective on what is discussed at meetings. Mr Smith informed that the SEF has been updated for this academic year. The SDP overview is included in Head's Report (<i>REF: SEF/SDP</i>). Mr Smith informed that wraparound has made a positive start this year (<i>REF: Wraparound Care</i>); breakfast and after-school clubs are popular (90 children at after school club, 18 at wraparound, 30 at breakfast club). Several requests to join clubs two weeks after starting year. Mr Begbey remarked that he was pleased with the success of the Wraparound Care program. 	Mr Marshall Evans and Mr Smith to despatch document of relevant dates for governors.
Q	<ul style="list-style-type: none"> Mr Begbey asked if popularity is overwhelming resources. Mr Smith informed that set up was time-consuming but it is becoming easier now it's up and running. There has been some difficulty with childcare vouchers. 	
Q	<ul style="list-style-type: none"> Mr Turner asked if there is any Wraparound Care for sports activities. Mr Smith informed that there is but only for certain year groups. Examples of year specific clubs include singing and art. Mr Smith informed that the SDP is focusing on oracy (<i>REF: SDP</i>). There are new systems for assessment. Progress for low and high attainment. Staff working with those at St Peter's on curriculum. 	
Q	<ul style="list-style-type: none"> Mrs Hewson asked what the reasoning is behind vision change needing to be revisited. Mr Smith informed that reinvigorating the structure is required as it has been 3 years since last modification. Mr Smith informed that the SEF is updated from last year. Some COVID details are still present due to potential gaps in learning – hopefully to be removed next year. 	
Q	<ul style="list-style-type: none"> Mr Begbey asked when does confirmation of KCSIE documentation reading need to be submitted by. Mr Smith informed that the deadline is 10th October. 	
PoA	<ul style="list-style-type: none"> Mr Begbey requested that Mr Marshall Evans send an email reminder of the deadline for submission. Mr Marshall Evans agreed to do so. 	Mr Marshall Evans to send email reminder to governors RE deadline for KCSIE reading confirmation.
Q	<ul style="list-style-type: none"> Mr Begbey asked what the highlighted points are in the updated report. Mr Smith informed that domestic abuse and it effects on children, investigation of online presence of new governing body and new staff in relation to safeguarding. 	

Q	<ul style="list-style-type: none"> Mr Begbey asked what the procedure is for online investigation of applicants. Mr Smith informed that he and Mrs Heaps investigate for new staff, and Mr Begbey and Mr Marshall Evans investigate for new governors. 	
Q	<ul style="list-style-type: none"> Mr Begbey asked the governors for any questions one the Head's Report. 	
Q	<ul style="list-style-type: none"> Ms Foster asked about maths meetings and communication on Maths Attack information. Mr Garcia informed that there would be a maths meeting tomorrow which Ms Foster is invited to attend. Mr Smith informed that Maths Attack information is available on the Meet the Teacher section of website. In addition, a letter is sent and Maths Attack will be discussed at the next parents meeting. 	
Q	<ul style="list-style-type: none"> Ms Foster asked if Library Breakfasts would be returning. Mr Smith informed that the English team will discuss this; Ms Foster is invited to attend said meeting. 	
Q	<ul style="list-style-type: none"> Mr Turner asked if Childcare Vouchers are usable for Wraparound Care. Mr Smith informed that they are. 	
Q	<ul style="list-style-type: none"> Mr Lugg asked who the Teacher for Children is. Mr Smith confirmed that he is. 	
Q	<ul style="list-style-type: none"> Mr Lugg asked about the policy for mobile devices on site. Mr Smith informed that mobiles are collected by the office at the beginning of day and handed out at the end for children who walk home from school. 	
9: Policies to Review and Approve	<ul style="list-style-type: none"> Mr Begbey asked if there were any comments on the policies awaiting approval. Mr Lugg informed that he has sent his comments to Mr Smith who had dealt with them. 	
Q	<ul style="list-style-type: none"> Mr Begbey asked if any material modifications had been made by Mr Lugg. Mr Smith informed that they were grammatical and inconsistencies regarding use of mobile phones, which have been resolved. 	
Q	<ul style="list-style-type: none"> Ms Foster asked what the 12 policies are. Mr Begbey informed that she could refer to the agenda for clarification. 	
Q	<ul style="list-style-type: none"> Mr Begbey asked if the complaints policy can be reviewed in light of complaints before summer holiday. Mr Smith informed that it could be done before the next FGB meeting. Mr Begbey asked if all governors accepted the policies for approval. Mr Lugg proposed approval. Mrs Hewson seconded. All policies were approved. 	
10: Committees 2022/2023	<ul style="list-style-type: none"> Mr Begbey informed that he had received one response from Mr Lugg regarding a change in committee membership. Mr Voual, Mr Smith and Mr Begbey agreed to continue as members of the <i>Finances, Staffing and Premises</i> committee with Mr Lugg joining them. No-one to change from <i>Standards and Curriculum</i> committee to <i>Finances, Staffing and Premises</i> but Mr Lugg. Other committees to remain the same. 	

Q	<ul style="list-style-type: none"> Mr Begbey informed that in the event of an appeal from parents, an <i>Appeals Panel</i> would need to be formed excluding Mrs Hewson, Mr Garcia and Mr Begbey. Mr Baker was added to the <i>Appeals Panel</i>. Mr Smith informed that Mr Church had been removed from <i>Pupil Premium Governor Link</i> position due to leaving governors. Mr Begbey asked if Mr Turner would take over the <i>Pupil Premium Governor Link</i> position. Mr Turner agreed to do so. 	
Q	<ul style="list-style-type: none"> Ms Foster asked if she could be added as the <i>Year 3 Maths Governor Link</i> and <i>EYFS Governor Link</i>. Mr Begbey agreed to the appointment on a provisional basis. 	
Q	<ul style="list-style-type: none"> Mr Begbey asked if Mr Jenkinson could be added as a governor link. Mr Jenkinson agreed to do so. Mr Smith agreed to the appointment on a provisional basis. Mr Begbey asked if all governors accepted the <i>Terms of Reference</i> and <i>Committees</i> documentation for approval. Mrs Hewson proposed approval. Mr Baker seconded. The documentation was approved. 	
11: Governor Responsibilities/ Links	<ul style="list-style-type: none"> Mr Begbey asked if all governors accepted the <i>Governor Links and Responsibilities</i> documentation for approval. Mrs Hewson proposed approval. Mr Baker seconded. The documentation was approved. 	
12: Governor Fund	<ul style="list-style-type: none"> Mr Begbey asked if all governors could contribute £5 to governors fund for gifts etc. All governors agreed to do so. Mr Begbey asked for nominations for a Community Governor; please make himself or Mr Marshall Evans aware of any potential candidates. Mr Begbey stated that it would be good to have a woman improve demographics. Ms Foster suggested Mrs Mo Pearson for the role. Ms Foster asked if we could advertise for a Community Governor. Mr Smith informed that this has been done previously so could be done again. 	
13: AoB	<ul style="list-style-type: none"> Mr Begbey asked for any other business. Mr Turner asked for clarification on the lollipop lady situation. Mr Smith informed that due to not being employed by the school there was nothing that could be done. Road safety committee have put out application for a new one. Mr Begbey asked if a skills audit could be undertaken on strengths and weaknesses of governors to guide training. Mr Begbey requested that meeting in person would be preferable for future meetings but hybrids can continue if necessary. 	Skills audit on governor strengths and weaknesses.
14: Next Meeting	<ul style="list-style-type: none"> Next meeting date set to: Tuesday 22nd November 2022. 	