



**Almondsbury C of E Primary School**

**Minutes of the Full Governing Body meeting held on Tuesday 11th July 2023 at 16:00 in person.**

**Present:**

Mr Nadeem Arshad	Mr Ken Baker	Mr Simon Begbey (Chair)
Mr Marco Boscolo	Mr Nick Garcia	Mrs Sue Hewson
Mr Mick Lugg	Mr Sam Marshall Evans (Clerk)	Mr Paul Smith
Mr Prithpal Voual (Vice Chair)		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 Lugg led the governing body in prayer.</li> </ul>	
3: Apologies	<ul style="list-style-type: none"> <li>Apologies were heard for Mr Baykaa-Murray, Mr Jenkinson and Mr Turner.</li> <li>Mr Begbey informed that Mrs Foster would no longer be continuing with her governor application.</li> </ul>	
4: Presentation from School Parliament	<ul style="list-style-type: none"> <li>Mr Begbey introduced three of the School Parliament members to discuss their activities this academic year.</li> <li><i>(REF: School Parliament Report)</i> The School Parliament members informed of efforts of Department for Play, Department for Safety and Department for Learning.</li> <li>The School Parliament members informed of £1,461 raised from Tour d'Almondsbury to go towards KS1 Adventure Playground.</li> <li>The School Parliament members informed of next steps for School Parliament in the following academic year.</li> </ul>	
Q	<ul style="list-style-type: none"> <li>Mrs Hewson asked about feedback from Learning Walks. School Parliament members requested move bins.</li> </ul>	
Pol	<ul style="list-style-type: none"> <li>Mr Baker arrived at 16:13.</li> </ul>	
Q	<ul style="list-style-type: none"> <li>Mr Voual asked which aspect of the academic year the members had enjoyed the most. School Parliament members informed Tour d'Almondsbury.</li> </ul>	

Q	<ul style="list-style-type: none"> <li>Mr Voual asked which aspect of School Parliament the members had enjoyed the most. School Parliament members informed Feedback Friday.</li> </ul>	
5: Declaration of Governor Interests	<ul style="list-style-type: none"> <li>No interests were declared.</li> </ul>	
6: Minutes of Previous Meeting PoA	<ul style="list-style-type: none"> <li>The minutes of the previous meeting required a minor change to Section 9 - replacing 'Mrs Hewson' with 'Mrs Wright'. Mr Begbey will sign an updated copy.</li> <li>All actions from previous minutes confirmed as completed.</li> </ul>	Mr Marshall Evans to update Section 9 of FGB Meeting Minutes of 09.05.23 - Mr Begbey will sign updated copy.
7: Head's Report  Q  Q  Q  Q	<ul style="list-style-type: none"> <li>Mr Smith relayed information from the report, beginning with Achievement of Pupils (<i>REF: Achievements of Pupils - Assessments</i>). Mr Smith informed that phonics assessment has 97% success rate. 2 EHCP pupils not passed, however leaving school at end of term. Multiplication check is also strong. EYFS scores have also improved.</li> <li>Mr Smith informed that Year 2 English is down but Maths is doing very well – strongest subject. Reading is still strong but Maths is better. All results are well above national averages.</li> <li>Mrs Hewson asked what happened with greater depth writing score as a lot lower than projected. Mr Smith explained that nationally scores are lower. Mr Smith also explained that focus was on getting children to expected, targets were set too high due to lack of EYFS data.</li> <li>Mr Garcia informed that greater depth scores have dropped across the board due to COVID.</li> <li>Mr Voual asked why that is the case. Mr Garcia explained that teaching writing at home is harder for parents to do compared to Maths and Reading. Mr Smith informed that greater depth scores are still above national averages compared to last year.</li> <li>Mr Begbey asked if we know where school is compared to this year's national averages. Mr Smith explained no as they are released in October.</li> <li>Mr Boscolo remarked that targets are therefore hard to generate.</li> <li>Mr Begbey remarked that it would be useful to see long term trends in results in addition to previous year comparison. Mr Smith informed that comparison can't be done with pre-COVID scores – rule from Ofsted.</li> <li>Mr Boscolo asked why this is. Mr Smith explained because academic landscape has changed since then – comparison wouldn't yield any useful data.</li> <li>Mrs Hewson remarked that it's clear that it will take time for children's scores to recover because of COVID. Mr Smith remarked that this applies nationally.</li> </ul>	

<p>Q</p> <p>Q</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>○ Mr Smith informed that targets have been met for Reading, Maths and SPaG but not Reading SATs when new international pupil's scores are excluded. When included they do drop overall results slightly. All results are well above national averages. Mr Smith also informed that some children are very close to higher results boundaries – their paper's will be reviewed to attempt to find extra marks.</li> <li>○ Mr Lugg asked about moderation of writing books. Mr Smith explained that due to moderation some children weren't given greater depth as it was felt they hadn't quite met the requirements.</li> <li>○ Mr Voual asked how often moderation occurs. Mr Smith explained every 4-5 years is usual practice. It is unknown which schools will be moderated until after last SATs papers are submitted. Mr Smith also explained that Year 2 SATs will no longer be reported as they are deemed not statutory.</li> <li>○ Mr Begbey asked why writing is not strong. Mr Smith explained that weaker results are consistent with national scores for this year.</li> <li>○ <i>(REF: SEND)</i> Mr Smith informed that 2 Year 5 children awaiting assessment – 1 has been awarded Band 4 – support for child being recruited for next year. Alternative provision also being looked at. Mr Smith also informed that morning support has been secured for a Reception child as they go into Year 1.</li> <li>○ Mrs Wright asked if increase in children with needs in Reception is unusual. Mr Smith explained it is becoming more common.</li> <li>○ <i>(REF: Quality of Education)</i> Mr Smith informed that curriculum team action plans are being implemented well. Art curriculum is very strong. Bridge schools are planning a writing strategy for next year.</li> <li>○ Mr Smith informed that Pupil Premium children are doing very well as a result of support.</li> <li>○ Mr Boscolo asked what sports premium is. Mr Smith explained it is government funding to bolster sports opportunities at school. Pays for qualified sports coach for PPA time and training for teachers on Real PE among other things.</li> <li>○ Mrs Hewson asked if Pupil Premium model is changing next year. Mr Smith explained that Pupil Premium will be moved to in-class support instead of 1:1 support.</li> <li>○ <i>(REF: Attendance)</i> Mr Smith informed that attendance is improving. Attendance is above and persistent absence is below national averages. Discussions have been had with parents of persistently absent children.</li> <li>○ Mr Smith informed that new behaviour code and policies are being developed – discussion in tomorrow's staff meeting. Will be presented to governors in September.</li> <li>○ Mr Boscolo asked about changes to SCR. Mr Smith explained that Mrs Hewson and he maintain details on staff for safeguarding.</li> </ul>	
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<p>Q</p> <p>PoA</p> <p>PoN</p> <p>Q</p> <p>Q</p> <p>Q</p> <p>Q</p> <p>Q</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>○ (REF: Personal Development) Mr Smith informed that Mrs Hewson and Mr Lugg are visiting RSHE lessons. Children have been accessing Mental Health Champions training. Mr Smith also informed that a number of enrichment activities have been on offer for children this year.</li> <li>○ Mr Smith informed that another staff member has been trained to be an ELSA to increase capacity.</li> <li>○ Mr Lugg asked about changing justice theme for next term (typo). Mr Smith will correct to friendship.</li> <li>○ Mr Smith informed that MR Lugg has visited for H&amp;S inspection. Broken door has been replaced. Fencing at back of field has been replaced.</li> <li>○ Mr Lugg informed of major concern that fire door between kitchen and hall shouldn't be locked. Need to invest in automatic system for door.</li> <li>○ (REF: Leadership and Management) Mr Smith informed that Molly Whittingham will be starting in Year 5 and Lauren Lansdown will be working with Mr Dean in Year 3/4.</li> <li>○ Mr Voual asked about contract types for Lauren and Molly. Mr Smith explained that in the event that St. Peter's partnership dissolves, Mr Baykaa-Murray needs role to return to.</li> <li>○ Mrs Hewson asked about permanency of St. Peter's partnership. Mr Begbey explained this will need to be decided upon but will be discussed later in meeting.</li> <li>○ Mr Voual asked about notice periods for different contracts. Mr Smith explained the notice periods are the same.</li> <li>○ Mr Begbey asked about changes to Mr Smith's presence as a result of Bridge Family of schools changes. Mr Smith explained that he will be at Almondsbury for an extra half day due to structure changes.</li> <li>○ (REF: Wraparound Care) Mr Smith informed that more staff are needed for Breakfast Club.</li> <li>○ Mr Boscolo asked what issues are for wraparound care. Mr Smith explained staff turnover is rapid – new members of staff need induction in behaviour management before being effective. Mr Smith also explained wraparound care staff have been monitored by Mrs Moore and Mr Smith.</li> <li>○ Mr Boscolo requested specificity on the issues. Mr Smith explained children coming in after clubs are making a mess. Children are also pushing rules regarding play equipment etc.</li> <li>○ Mr Boscolo asked if there are any safeguarding issues. Mr Smith explained no.</li> <li>○ Mr Begbey asked about updates on pupil with difficult behaviour since last meeting. Mr Smith explained behaviour has improved, only one CPOMS behaviour incident recently.</li> <li>○ Mr Voual asked how many CPOMS records made previously. Mr Smith explained several submitted.</li> </ul>	<p>Mr Smith to correct typo in termly themes for next year.</p> <p>Possible investigation of investment in automatic door for kitchen to hall.</p>
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Q	<ul style="list-style-type: none"> <li>○ Mr Voual remarked that his and other children have reported modification of their behaviour to avoid difficult child without prompting.</li> </ul>	
Q	<ul style="list-style-type: none"> <li>○ Mrs Hewson asked what methods have been used to result in changed behaviour. Mr Smith explained more staffing have been focused on child in addition to out-of-school activities.</li> </ul>	
Q	<ul style="list-style-type: none"> <li>○ Mr Begbey asked if parents have written in. Mr Voual explained that he has not done so personally but may do.</li> <li>○ Mr Smith informed that child has been victim of significant trauma which must be considered.</li> <li>○ Mr Begbey remarked that safety of other children and staff must be considered.</li> <li>○ (REF: Catering) Mr Smith informed that Integra have ceased to provide school meals from end of the current academic year. Services broker Litmus has been engaged. After Mrs Wright and he attended bidder presentations, AiP has been chosen and has won the bid for 11 other schools within the same tender. Mr Smith also informed that several mobilisation meetings will occur between now and September plus meetings for current catering staff to be TUPE'd over to AiP.</li> <li>○ Mrs Wright informed that AiP is very suitable due to allergy provision. Paul said other child engagement methods, including smoothie bike, made AiP attractive.</li> </ul>	
Q	<ul style="list-style-type: none"> <li>○ Mr Boscolo asked about quantity and quality of food. Mr Smith explained quality and quantity is good based on reviews from other schools.</li> <li>○ Mr Smith informed that £3,300 minimum return on meals is guaranteed. 60/40 profit split between company and school.</li> </ul>	
Q	<ul style="list-style-type: none"> <li>○ Mr Begbey asked if money will be returned to parents in forms of discounts etc. Mr Smith explained no.</li> </ul>	
Q	<ul style="list-style-type: none"> <li>○ Mr Voual asked if making profits from catering and wraparound care is usual practice. Mr Smith explained yes.</li> <li>○ Mrs Wright informed that other expenses such as equipment will be dealt with by school directly rather than AiP.</li> </ul>	
Q	<ul style="list-style-type: none"> <li>○ Mr Voual asked if expenses have been factored into profit calculations. Mrs Wright explained that is likely not the case.</li> </ul>	
Q	<ul style="list-style-type: none"> <li>○ Mr Baker asked if any cost increases are avoided as part of contract. Mr Smith explained it is done year on year.</li> </ul>	
Q	<ul style="list-style-type: none"> <li>○ Mr Begbey asked how long contract is. Mr Smith explained 3 years.</li> </ul>	
Q	<ul style="list-style-type: none"> <li>○ Mr Boscolo asked if contract can be reviewed at any point. Mr Smith explained yes after 1 year if they don't meet performance standards.</li> <li>○ Mrs Wright informed that the company gives incentives for them to meet performance targets – partially why they were chosen.</li> </ul>	

	<ul style="list-style-type: none"> <li>○ Mr Lugg proposed accepting contract. Mr Baker seconded. Contract was accepted.</li> <li>○ (REF: Energy) Mr Smith informed that FSP have requested report commissioning in response to extra energy funding from DfE.</li> </ul>	
<p>8: Bridge Family of Schools</p> <p>Q</p> <p>Q</p> <p>Q</p> <p>Q</p> <p>Q</p> <p>Q</p> <p>Q</p> <p>PoA</p>	<ul style="list-style-type: none"> <li>○ Mr Smith informed of new logo. 2 schools have left bridge group, 1 because of issues being in religious schools' partnership, 1 due to lack of governors to scrutinise direction of development. Mr Smith also informed that he has done 5 presentations to schools from Glos. and South Glos. to engage interest in joining group</li> <li>○ Mrs Hewson asked if outside advisor has been appointed to replace previous who resigned. Mr Smith explained yes.</li> <li>○ Mrs Hewson asked if there has been any interest in joining. Mr Smith explained they are discussing it in their July FGBs. Mr Smith also explained that RDD is not fazed by 2 schools leaving.</li> <li>○ Mrs Wright asked if there is a minimum number of schools required to form a trust. Mr Smith explained 8 minimum, ideally 10.</li> <li>○ Mr Smith informed that timeline changes mean that Jan 2025 will be conversion date. Forms need to be sent to RDD by Easter 2024.</li> <li>○ Mr Boscolo asked when specific decision to approve MAT formation will occur. Mr Smith explained April 2024.</li> <li>○ Mr Begbey remarked that because of loss of Little Stoke and Coniston, contribution costs from remaining schools will be increased.</li> <li>○ Mr Baker asked how ongoing annual contribution will change as a result of schools leaving. Mr Smith explained that it will only come into effect at point of MAT conversion. Mr Smith also explained setup costs funding comes from DfE. Trustees will make decision on method of financial contribution.</li> <li>○ Mr Baker asked if we know what financial impact on school will be. Mr Smith explained at this point no.</li> <li>○ Mr Baker remarked that governors will not know what financial impact of formation will be so decision to form trust will be impaired. Concern of detrimental financial effect of trust formation.</li> <li>○ Mr Smith informed that RDD and DfE will not allow trusts to form based on financial deficit model.</li> <li>○ Mr Begbey requested that more financial knowledge required to inform trust formation decision, to look at in November and February.</li> <li>○ Mr Smith informed that finance is 5<sup>th</sup> on priorities list for governor focus.</li> <li>○ Mrs Wright remarked that business case must be formed to inform DfE and RDD of school's financial model. Mr Smith informed that this information will be included on forms submitted to RDD.</li> </ul>	<p>More financial information required to inform trust formation decision.</p>

Q	<ul style="list-style-type: none"> <li>○ Mr Baker remarked that given school's prowess, there is concern of risk to standards.</li> <li>○ Mrs Hewson remarked that trust formation is inevitable.</li> <li>○ Mr Begbey remarked that currently we are in exploration phase so there is time to address concerns.</li> <li>○ Mrs Wright asked why CFO recruitment isn't mentioned on timeline. Mr Smith explained that it is the decision of trustees so this hasn't been planned yet.</li> </ul>	
9: Policies to Review and Approve  Q  Q  Q  PoA	<ul style="list-style-type: none"> <li>○ Mr Lugg informed that he has informed Mr Smith of some minor changes.</li> <li>○ Mr Boscolo asked if major changes to policies would be highlighted. Mr Smith informed yes.</li> <li>○ Mr Boscolo asked about focus for gifted and talented children given focus on SEND children. Mr Smith explained that policy on gifted and talented is not required but even so this wouldn't be included in SEND policy.</li> <li>○ Mr Begbey asked if there is a gifted and talented policy. Mr Smith explained yes. Policies are reviewed every 3 years so GaT policy has not yet come due.</li> <li>○ Mr Begbey requested that Mr Boscolo look at GaT policy to determine if its review be brought forward to September's FGB.</li> <li>○ Mr Boscolo proposed accepting policies. Mr Lugg seconded. Policies were approved.</li> </ul>	Mr Boscolo to look at GaT policy to determine if its review be brought forward to September's FGB.
10: FSP Report	<ul style="list-style-type: none"> <li>○ Mr Voual informed that in-year surplus for 23-24. Mr Voual also informed that risk assessments issues have been addressed.</li> </ul>	
11: Chair's Report  PoA  PoA  PoA	<ul style="list-style-type: none"> <li>○ Mr Begbey informed that he and Mrs Hewson will be stepping down as governors in November. Given Mrs Foster's unavailability, Mr Begbey asked for nominations for governor roles.</li> <li>○ Mr Begbey informed he will write to previously interested people about governor roles.</li> <li>○ Mr Begbey requested advertising for governor roles for next year.</li> </ul>	Governors to seek suitable nominations for available governor roles.  Mr Begbey will write to previously interested parties regarding governor roles.  Advertising for governor roles to be distributed.
12: AoB	<ul style="list-style-type: none"> <li>○ Mr Marshall Evans informed governors they are invited to year 6 play and celebration day.</li> <li>○ Mr Lugg remarked that governors attendance needs to be encouraged for meetings and events.</li> <li>○ Mr Smith informed that governor dates have been sent out by Mr Marshall Evans.</li> <li>○ Mr Smith requested nominations for steering groups. Mr Smith also informed that governors may need a substitute for Mr Arshad for Bridge Family events.</li> </ul>	

13: Next Meeting	○ Next meeting date set to: Tuesday 26th September 2023.	
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