

'Show me your way, Lord teach me your paths' - Psalm 25:4

Almondsbury C of E Primary School

Minutes of the Full Governing Body meeting held on Tuesday 23rd November 2023 at 16:00 in person.

Present:

Mr Ken Baker	Mr Simon Begbey (Chair)	Mr Marco Boscolo
Mr Tim Dean	Mr Nick Garcia	Mrs Katie Goode
Mrs Sue Hewson (Observer)	Mr Mike Jenkinson	Mr Mick Lugg
Mr Sam Marshall Evans (Clerk)	Mr Paul Smith	Mr Sam Turner
Mr Prithpal Voual (Observer)	Mrs Sue Wright	

PoI - Point of Information

PoA - Point of Action

PoN - Point of Note

Q - Question

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 Jenkinson led the governing body in prayer. 	
3: Apologies PoA	<ul style="list-style-type: none"> Apologies were heard for Mr Arshad. Mr Voual and Mrs Wright informed prior to meeting that they would be arriving late. Mr Lugg requested website be updated with governor attendance record. Mr Marshall Evans informed website update is in progress. 	Mr Marshall Evans to confirm update of governor attendance record on website.
4: Declaration of Governor Interests PoA	<ul style="list-style-type: none"> Mr Marshall Evans requested that all governors fill in and return their pecuniary interest forms as soon as they are able. 	All governors to ensure they have returned their pecuniary interest forms as soon as able.
5: Appointment of Co-Opted Vacancy PoA	<ul style="list-style-type: none"> Mr Begbey requested governors seek nominations for co-opted vacancy. Mr Begbey requested any female nominations in particular for the sake of balance. 	Governors to seek nominations for co-opted governor vacancy.
6: Minutes of Previous Meeting	<ul style="list-style-type: none"> The governor's discussed actions from previous meeting. Mr Lugg informed that fire door to kitchen will be left unlocked when large numbers of people are in hall. Mr Marshall Evans informed that all of his actions are either complete or in progress, pending other governor actions. 	

	<ul style="list-style-type: none"> ○ Other actions not related to Sam ME are to be discussed further. ○ Minutes were confirmed as accurate. 	
<p>7: Head's Report</p> <p style="text-align: center;">Q</p>	<ul style="list-style-type: none"> ○ <i>(REF: Targets)</i> Mr Smith informed that KS2 targets are positive given that cohort's EYFS results. KS1 SATs are non-statutory and are not reported on any more. KS1 children will still take them but in June for the sake of internal monitoring. ○ Mr Begbey asked if school can choose when they are taken. Mr Smith explained yes because of non-statutory nature. ○ Mr Smith informed that this year and next year there will be no published SATs results nationally due to COVID effects, only looked at internally. ○ <i>(REF: SEN)</i> Mr Smith informed that SEN info remains largely the same. SLT are being trained in Provision Map, which the rest of the staff will be trained on. ○ <i>(REF: Quality of Education)</i> Mr Smith informed that next next curriculum teams are in January. Governors are invited to attend. ○ Mr Smith informed that Maths moderation will happen tomorrow and writing moderation next week. ○ Mr Smith informed that Governors have been in today on Maths learning walk. ○ Mr Smith informed that Pupil Premium receive the support in class now during the lessons that require additional support unless there are social, emotional needs which require one to one time. This system is working well with teachers reporting increased knowledge and understanding of the pupils. ○ <i>(REF: Attendance)</i> Mr Smith informed attendance is up until very recently due to sickness. Mirrors national attendance but it better than last year. New starters are fitting in and engaging well. ○ <i>(REF: Exclusions)</i> Mr Smith informed that no exclusions have occurred since last FGB meeting. ○ <i>(REF: Safeguarding)</i> Mr Smith informed that he, Mrs Goode, Mr Dean and Mrs McDowall are having safeguarding update training. ○ Mr Smith informed that currently 3 children are now in child protection and 2 looked after children. ○ Mr Smith informed he and Mr Dean met with Mark Dee for safeguarding review and report should be received at the end of term. ○ <i>(REF: Personal Development)</i> Mr Smith informed character education now part of SDP. ○ Mr Smith informed that alternatives to ELSA being explored due to lack of interest for staff member to take over from Ms Bryant. 	

<p style="text-align: center;">Q</p> <p style="text-align: center;">Q</p>	<ul style="list-style-type: none"> ○ (REF: Health and Safety) Mr Smith informed that school received an energy report to identify where savings could be made and overall in improvement of energy usage. However, these are very expensive. The recommendations identify the possible savings over time linked to LED lighting, solar panels, insulation, new air source heating and replacing the windows and doors. These options are very expensive with the most cost effective for the school in short term would be solar panels. ○ (REF: Leadership and Management) Mr Smith informed that caretaker role has been filled and started on 30th October. ELSA role is still being advertised for. ○ (REF: Bridge FoS) Mr Smith informed last bridge day was successful and had a more participatory atmosphere. Mrs Goode, Mr Dean and Mr Garcia agreed with this. Mr Smith detailed the itinerary of last bridge day. ○ (REF: St Peter's Partnership) Mr Smith informed that partnership is going well. Next meeting is next Thursday. Surveys of parents and staff were positive. ○ Mr Boscolo asked what response rate was for parent survey. Mr Smith explained it was very low. Mr Boscolo asked if a text about survey could be implemented. Mr Smith explained school tries not to use texting due to expense. ○ Mr Lugg asked if it would be good to send parents survey as separate email. Mr Smith explained it can be done in future. Mr Smith explained communications after Christmas will go through Arbor app which parents have been notified to download. ○ Mr Smith informed that wraparound care results are still positive. 	
<p>8: Policies to Review and Approve</p> <p style="text-align: center;">Q</p> <p style="text-align: center;">PoA</p> <p style="text-align: center;">Q</p>	<ul style="list-style-type: none"> ○ Mr Begbey informed that pay policy was reviewed at FSP. ○ Mr Begbey requested comments on policies. ○ Mr Boscolo asked about page 17 of pay policy; no info on TLRs in Appendix 2 despite wording saying otherwise. Mr Smith explained attached staffing structure is Appendix 2 rather than pay policy document. Mr Smith added TLRs to senior leaders bubble in Almondsbury pay policy graph. ○ Mr Boscolo requested working draft details to be removed as it is a current policy. Mr Smith removed. ○ Mr Boscolo informed that he had read G&T policy and was satisfied with generic terms but asked for further detail from Mr Smith (PoA). Mr Boscolo informed it does not need further review after reading. ○ Mr Begbey asked if items in red are new in anti-bullying policy. Mr Smith explained yes and that they are taken from anti bullying alliance policy with minor adaptations to fit Almondsbury policy. ○ Mr Boscolo remarked that Anti Bullying policy could be more specific on physical and emotional bullying in definition of bullying in the policy. Mr Smith added 'physically or emotionally' to definition. 	<p>Mr Smith to provide Mr Boscolo with further details on</p>

	<ul style="list-style-type: none"> ○ Mr Lugg asked if DSL could be named in anti-bullying policy. Mr Smith explained it hasn't been added because policy is only reviewed every 3 years so could easily become out of date. Mr Smith added 'See DSL name in Safeguarding Policy' for clarification. ○ Mr Smith asked Mr Dean and Mrs Goode for any staff responses to behaviour policy. None received. ○ Mr Begbey asked for approval of policies. Mr Boscolo proposed and Mr Baker seconded. Policies were approved. 	
<p>9: FSP Report</p> <p>Q</p>	<ul style="list-style-type: none"> ○ Mr Lugg remarked that report was helpful. Slight decrease in balance due to increased costs. Mr Lugg remarked that budget is healthy for longer term at the moment. ○ Mr Smith informed that data is based on revised budget exercise. ○ Mr Lugg informed that some money has been saved due to employment of former agency staff at school. ○ Mr Lugg informed that possibility of solar panels was been discussed. AiP catering still has some challenges but overall good so far. Some rotten wood needs removing behind reception. KS2 access path needs repairing. Mr Smith informed it will be done over Christmas holiday. ○ Mr Begbey informed that summary of FSP report is surplus has been revised down by £13,000 but financial position is still strong. Mr Begbey asked for questions on report. Mr Boscolo asked if data on previous year could be made available for the sake of comparison to current figures. Mr Smith explained that previous data is available. ○ Mr Smith informed reports come from LA. Mr Begbey informed that LA is usually pessimistic with income figures which doesn't provide realistic picture of projected budget. Focus is just on current year for the sake of ratification but agreed that a summary for previous year would be useful. ○ Mr Begbey informed that pay committee agreed to pay awards outlined. ○ Mr Boscolo proposed acceptance of budget. Mr Lugg seconded. Budget was approved. 	
<p>10: S&C Report</p>	<ul style="list-style-type: none"> ○ Mr Turner informed that it was difficult to assess trends for S&C. Numbers for expected are set by teachers. GD standards are there for selected children. Presentations from staff were very reassuring and informative. ○ Mr Turner requested further detail on how standards are set by teachers. Mr Dean explained GDS are set from Year 2 SATs results for KS2. Expected data is gathered from other sources. Mr Smith explained government set thresholds for standards. Mr Dean explained students are assessed 3 times per year to understand and project student progress. ○ Mr Smith showed criteria used for children to be working at standard and GD. Every year group has a criteria. 	

	<ul style="list-style-type: none"> ○ Mrs Goode informed that all of criteria has to be satisfied for a child to achieve a particular standard. ○ Mr Begbey asked for questions for Mr Turner. No questions asked. 	
11: Chair's Report	<ul style="list-style-type: none"> ○ Mr Begbey informed that learning walk was enjoyable and asked for comments from attendees. ○ Mr Lugg remarked that Maths was impressive. Good to see the different levels for different year groups. Phonics was also impressive. ○ Mr Turner remarked that level of class control from teachers was very impressive. Children had ample opportunity to persevere and achieve during input. Children also seemed very enthusiastic. Biography work was impressive, particularly use of internet for research. ○ Mr Boscolo remarked that Maths application from children was impressive. Also, great classroom control and good focus and understanding from children. ○ Mr Jenkinson remarked that pupil conferencing was impressive, particularly confidence from children. Mr Smith remarked it is good to hear given children of varied ability are chosen for pupil conferencing. 	
PoN	<ul style="list-style-type: none"> ○ Mrs Wright joined at 17:13. 	
	<ul style="list-style-type: none"> ○ Mr Begbey remarked that atmosphere was very positive and enthusiastic in school during learning walk. ○ Mr Smith informed that Steering Group meeting was on 7th November. 4 performance indicators agreed by steering group that link to the strategic plan and KPIs. ○ Mr Smith informed that main drive at the moment is school improvement. Training for this is ongoing. All schools have had annual visits from Vicky Gordon. Report from this will be sent out soon. 	
PoN	<ul style="list-style-type: none"> ○ Mr Voual joined at 17:17. 	
Q	<ul style="list-style-type: none"> ○ Mr Smith informed that main drive at the moment is school improvement. Training for this is ongoing. All schools have had annual visits from Vicky Gordon. Report from this will be sent out soon. ○ Mr Smith informed that EYFS team are going to conference with Greg Bottrill. Other developments being looked in to from staff requests. ○ Mr Smith informed that strategic meetings are ongoing with diocese and RDD. Suggested timeline has been amended and included. Final version of beliefs and values are prepped for sending out next year. ○ Mr Smith informed that he and Amanda have met with schools to discuss collaboration. ○ Mr Lugg asked about feedback from potential new schools. Mr Smith explained that any interested would begin joining from next May onwards due to financial commitments until end of financial year. 	

<p>Q</p> <p>PoA</p>	<ul style="list-style-type: none"> ○ Mr Boscolo asked about when decision will be presented to governing board of Almondsbury on formation of trust. Mr Smith explained that decision will be brought to governors closer to the time given flexibility of timeline, but currently is predicted for September 2024. ○ Mr Boscolo requested an Almondsbury specific timeline to be created regarding Bridge FoS. ○ Mr Begbey informed that no decision on trust formation from governors will be required until the next academic year (2024/2025). ○ Mr Begbey informed that his current term of office is due to expire but has agreed with Mr Smith to stay on as parent governor until end of current academic year. ○ Mr Smith asked for objections to Mr Begbey's continuation. Governors agreed for Mr Begbey to continue. 	<p>Almondsbury specific timeline regarding Bridge FoS to be created.</p>
<p>12: AoB</p> <p>PoA</p> <p>Q</p> <p>PoA</p>	<ul style="list-style-type: none"> ○ Mr Lugg informed that e hasn't received school newsletter emails recently. Mr Smith explained it was likely due to Arbor transition. Mr Smith will speak to Tracey Heaps to make sure they're forwarded. ○ Mr Boscolo suggested a feed for governors from parents for website to be considered. Mr Dean explained he can add comments box to website. Mr Begbey asked if comments box can be seen publicly. Mr Smith explained said yes. For private comments, a Google form would need to be embedded. Mr Dean will speak to website providers about adding it after governors agree on what approach to use at next meeting. ○ Mr Turner asked for thoughts on Ofsted article published recently. Mr Smith explained good schools seek independent assessment for best practice and give advice. Mr Smith remarked that perception of Ofsted is not necessarily accurate but some aspects of organisation could be better. ○ Mrs Goode remarked that schools have differing experiences based on which inspector they have which can lead to negative perceptions. ○ Mr Begbey requested that governors contribute to governors fund if possible. ○ Mr Marshall Evans requested that governors sign up to GovernorHub when next registration email arrives to access services therein. 	<p>Mr Smith to speak to Tracey Heaps regarding forwarding of school newsletters.</p> <p>Governors to contribute to governor fund if possible.</p>
<p>13: Date of Next Meeting</p>	<ul style="list-style-type: none"> ○ Next FGB meeting will take place on 20.02.24 at 16:00. 	