

**'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 20th February 2024 at 16:00 in person.**

**Present:**

Mr Simon Begbey (Chair)	Mr Nick Garcia	Mrs Katie Goode
Mrs Sue Hewson	Rev Anjali Kanagaratnam	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**

**Q - Question**

<b>Item</b>	<b>Details</b>	<b>Action</b>
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>Rev Kanagaratnam led the governing body in prayer.</li> </ul>	
3: Apologies	<ul style="list-style-type: none"> <li>Apologies were heard for Mr Arshad, Mr Baker, Mr Boscolo and Mr Dean.</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  <b>Q</b>	<ul style="list-style-type: none"> <li>The governor's discussed actions from previous meeting.</li> <li>Mr Lugg asked about governor attendance records on website. Mr Marshall Evans informed that this information has been added.</li> <li>Mr Marshall Evans informed that he is investigating a parent query submission form with Mr Dean.</li> <li>Mr Marshall Evans informed that he is rectifying Mr Lugg's lack of newsletter receipts.</li> <li>Minutes were confirmed as accurate.</li> </ul>	
6: Head's Report	<ul style="list-style-type: none"> <li>Mr Smith informed that phonics plan progressing well. Attainment is at expected levels.</li> <li>(REF: SEND) Mr Smith informed that 3 children's need assessments being undertaking, a further one about to begin. 1 EHCP approved at end of last term.</li> <li>Mr Smith informed that all staff are using provision map after training in January and a review staff meeting to check ability/assess issues.</li> <li>Mrs Goode remarked that its useful to manage and track data and useful to have staff meeting check ups for issues/difficulties.</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> <p>Q</p> <p>Q</p> <p>Q</p>	<ul style="list-style-type: none"> <li>○ (REF: Quality of Education) Mr Smith informed that all curriculum teams have gone through action plans and are reviewing next steps.</li> <li>○ Mr Smith informed that pupil premium is in place as discussed previously. Sports premium also.</li> <li>○ Mr Smith informed that attendance is still above national but not quite at previous levels. Some children's regularity of attendance has dropped since pandemic. LA has employed new parent link to assist with persistent absence.</li> <li>○ Mrs Hewson asked if families of absent children are still resistant to attendance efforts. Mr Smith informed yes.</li> <li>○ Mr Begbey asked if school trends reflect national. Mr Smith informed yes.</li> <li>○ Mr Begbey asked if parents are fined for taking children out of school during term time. Mr Smith informed yes £60 if term time absence is due to holiday. Absence at 50% progresses to court proceedings.</li> <li>○ Mr Begbey asked about persistent absence in relation to school meals. Mr Smith informed that 49% of free school meals children report persistent absence.</li> <li>○ Mrs Hewson asked if absences are persistent but intermittent or for larger periods. Mr Smith informed some of both.</li> <li>○ Mr Voual asked what qualifies as persistent absence. Mr Smith informed anything below 90%.</li> <li>○ Mr Begbey asked what effect persistent absence has on classroom. Mrs Goode and Mr Garcia informed that rest of class is not affected but significant gaps in absent child's learning.</li> <li>○ Mr Voual asked if adult time is used up by children needing to be caught up. Mrs Goode informed no as resources and teaching are adapted to catch child up without affecting rest of the class.</li> <li>○ Mr Begbey asked if there is any new policy or assistance that can be devised. Mr Smith informed no as LA is implementing policies to combat absence at a LA level.</li> <li>○ Rev Kanagaratnam asked why absence is result of COVID. Mr Smith informed that a mixture of reasons, such as lack of parent resilience due to difficulties at home. Some parents refusing at attend absence discussion meetings. However, these reasons are true nationally, not just at Almondsbury.</li> <li>○ Mrs Goode informed that OPAL program was launched at start of January. Staff are positive on outdoor learning ethos espoused. Two sessions have occurred with OPAL reps to produce development plan and arrange/discuss outdoor activities. Current OPAL team is Mrs Goode, Mr Dean, Mrs Giles, Mrs Bowen, Mrs Leonard, Mrs Jarvis from PA and play coordinator upon hiring. Next steps are to recruit play coordinator and plan use of grounds.</li> </ul>	
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<p style="text-align: center;"><b>PoN</b></p>	<ul style="list-style-type: none"> <li>○ Mrs Wright asked if changes lunchtime supervisor responsibilities. Mrs Goode informed yes as playground is now being zoned with different activities. Lunchtime supervisors stay in certain zones and support/encourage activities. Children are encouraged to explore play environment.</li> <li>○ Mr Begbey suggested posting ads in Almondsbury Lichgate for play coordinator. Mr Smith informed that next issue is due 3rd March. Mrs Goode informed that interviews for play coordinator are due 14th March. Mr Smith suggested advertising via the Lichgate Facebook page instead.</li> <li>○ <i>(REF: Safeguarding)</i> Mr Smith informed that governors received update training at last meeting.</li> <li>○ <i>(REF: Personal Development)</i> Mr Smith informed that Rev Kanagaratnam will be leading first worship this week. Debate, oracy and poetry events have been set up.</li> <li>○ Mr Smith informed that lock down drill with Mr Lugg went well.</li> <li>○ Mr Smith informed that full time teaching assistant post is still being advertised.</li> <li>○ Mr Smith informed that he, Mr Dean and Mrs Goode have passed NPQLM, Mr Evens is starting his.</li> <li>○ <i>(REF: Bridge Family of Schools)</i> Mr Smith informed that Mrs Goode is leading science development. Mrs Gordon working on reading and prosody development. Links established with Claire Schollick at the Music Hub as well as training at St Chad's for music leads. Meetings have occurred with Severn Federation Academy Trust in Lydney.</li> </ul>	
<p style="text-align: center;"><b>PoA</b></p>	<ul style="list-style-type: none"> <li>○ Mr Smith informed that next governors learning walk set for afternoon of 26/02/24 looking at foundation subjects, from 13:15. Several governors unable to attend. Learning walk was arranged for afternoon of 11/03/24 from 13:15 instead.</li> </ul>	<p>Mr Marshall Evans to send out separate reminder email for governor learning walks.</p>
<p style="text-align: center;"><b>Q</b></p>	<ul style="list-style-type: none"> <li>○ <i>(REF: St Peter's Partnership)</i> Mr Smith informed that joint staff meetings have occurred for moderations of subjects. Mr Begbey asked how those meetings went. Mrs Goode and Mr Garcia informed that progress was good and feelings were positive – a valuable learning experience for all staff.</li> </ul>	
<p style="text-align: center;"><b>Q</b></p>	<ul style="list-style-type: none"> <li>○ <i>(REF: OFSTED)</i> Mr Smith informed that OFSTED report was very positive. Outstanding maintained.</li> <li>○ Mr Begbey asked about reflections on visit. Mrs Goode informed that lack of stress due to surprise visit was good and it was positive that well-being was prioritised. Timing of visit was good. Mr Smith suggested that practiced deep dives helped with dealing with visit. Mrs Goode and Mr Garcia agreed that staff felt well prepped because of this.</li> </ul>	
<p style="text-align: center;"><b>Q</b></p>	<ul style="list-style-type: none"> <li>○ Rev Kanagaratnam asked about surprise of visit. Mr Smith informed that staff knew that visit was possibly coming up due to schedule of visits but it was a surprise due to expectation of a visit in 2025.</li> </ul>	
<p style="text-align: center;"><b>Q</b></p>	<ul style="list-style-type: none"> <li>○ Mr Voual asked if children are preselected for interviews with inspector. Mr Smith informed no,</li> </ul>	

<p style="text-align: center;"><b>Q</b></p>	<ul style="list-style-type: none"> <li>○ Mrs Hewson and Mr Begbey remarked that inspector was thorough when speaking to governors but that they felt well prepared and able to answer questions.</li> <li>○ Mr Begbey requested for comments and questions on reports. Mr Lugg asked if sport premium report was sent around. Mr Smith informed that it's available on school website.</li> </ul>	
<p>7: Policies to Review and Approve</p> <p style="text-align: center;"><b>Q</b></p>	<ul style="list-style-type: none"> <li>○ Mr Begbey requested comments, corrections and reflections on policies to be approved.</li> <li>○ Mrs Wright asked if Mr Dean is lead on CPD. Mr Smith informed that he is. Mrs Wright said policy review date is incorrect. Mr Smith corrected.</li> <li>○ Mr Lugg sent through minor corrections to Mr Smith. Governors thanked Mr Lugg for doing so.</li> <li>○ Mr Begbey requested a proposer. Mrs Hewson proposed, Mr Lugg seconded. Policies approved.</li> </ul>	
<p>8: Chair's Report</p> <p style="text-align: center;"><b>Q</b></p> <p style="text-align: center;"><b>Q</b></p>	<ul style="list-style-type: none"> <li>○ Mr Begbey expressed that governors are pleased with OFSTED results.</li> <li>○ Mr Begbey requested that governors assess ability to perform roles if they are unable to attend meetings.</li> <li>○ Mr Voual asked if cut off exists for absent governors. Mr Smith informed that chair will check with governor after 6 months of no meeting attendance and remove governor after 1 year of no attendance.</li> <li>○ Mr Voual asked if there are any governor vacancies. Mr Begbey informed yes but applicants are currently being reviewed.</li> </ul>	
<p>9: FSP Report</p> <p style="text-align: center;"><b>PoA</b></p>	<ul style="list-style-type: none"> <li>○ Mr Voual requested comments, corrections and reflections on FSP policies. None given.</li> <li>○ Mr Lugg proposed, Mr Begbey seconded. Policies approved.</li> <li>○ Mr Smith informed that FSP has approved salary and vacancy for Play leader at last FSP meeting.</li> <li>○ Mr Begbey informed that FSP committee has added comments.</li> <li>○ Mrs Hewson asked what business continuity plan is. Mr Smith informed that it is preparation in the event of damage or other event preventing use of school site.</li> <li>○ Simon suggested waiting on approving SFVS plan and governors to indicate approval by email by 27/02/24.</li> </ul>	<p>Mr Marshall Evans to email reminder about approval of SFVS plan.</p> <p>Governors to send approval conformation for SFVS plan by 27/02/24.</p>
<p>10: S&amp;C Report</p> <p style="text-align: center;"><b>PoA</b></p>	<ul style="list-style-type: none"> <li>○ Rev Kanagaratnam asked about meaning of S&amp;C. Mr Smith informed it means standards and curriculum. Mr Begbey informed that Mr Voual produced an abbreviation crib sheet and requested it be sent out again.</li> <li>○ Mrs Hewson informed that meeting was had with Mrs Williams and Miss Ramli regarding music and art curriculum. Music curriculum is advanced for primary school but needs a more robust assessment system. Art curriculum is strong with a number of different artists studied but needs some more diversification. Mrs Hewson remarked that art is already very diverse and children are well-versed at all ages.</li> </ul>	<p>Mr Voual to email abbreviation list to all governors.</p>

	<ul style="list-style-type: none"> <li>○ Mrs Hewson informed that presentation from Mr Smith and Mr Dean was comprehensive and covered assessment from both KS1 and KS2. Mrs Hewson suggested a more graphical view of assessment would be useful to better understand data.</li> <li>○ Mrs Hewson informed that Mr Turner has created graphical presentation of children's progress data which was very useful.</li> <li>○ Mr Begbey requested for comments etc on report. None given.</li> </ul>	
<p>11: Feedback from Almondsbury &amp; St Peter's Partnership</p> <p><b>PoA</b></p> <p><b>Q</b></p> <p><b>Q</b></p> <p><b>Q</b></p> <p><b>Q</b></p> <p><b>PoA</b></p>	<ul style="list-style-type: none"> <li>○ Mr Smith informed that partnership continues well. More joint work is becoming more prevalent due to aligning of standards between schools, such as joint staff meetings. Mr Smith informed that SDPs for both schools are very similar to facilitate joint work. Next steering group meeting is on 25/03/24, looking at continuation and staffing structure.</li> <li>○ Mr Smith informed that bridge meeting in January looked at KPIs. All governors have received bridge update plan.</li> <li>○ Mr Lugg asked about school interest in joining bridge group. Mr Smith informed that meetings with two schools are upcoming and another is currently exploring.</li> <li>○ Mr Begbey asked if timeline is likely to slip given current school numbers. Mr Smith informed yes but timeline is still possible.</li> <li>○ Mrs Hewson asked if consideration has been given to merging trusts. Mr Smith informed no but possibility is not ruled out.</li> <li>○ Mr Begbey asked if there is a risk of school being put into a trust if trust cannot be formed. Mr Smith informed no as white paper constraints have been backtracked on by government so schools are less concerned about joining trusts at this time.</li> <li>○ Mr Begbey requested that governors to consider being part of steering group.</li> <li>○ Mr Begbey requested comments etc on partnership. Mrs Hewson remarked that partnership is noticeably more equal and comprehensive now that schools are on a more equal footing.</li> </ul>	<p>Mr Smith to send latest Bridge update to Mrs Wright.</p> <p>Mr Begbey to send email to governors regarding participation in Bridge Steering Group</p>
<p>12: AoB</p> <p><b>PoA</b></p> <p><b>Q</b></p> <p><b>Q</b></p>	<ul style="list-style-type: none"> <li>○ Mr Voual informed that he had received comments from parents about breakfast club availability and asked how places are given out. Mr Smith informed that parents can get certain days of the week by requesting it but availability is not ad-hoc. Capacity is available on Mondays, Thursdays and Fridays currently.</li> <li>○ Mrs Wright asked if parents asked for a certain days of the week at beginning of terms they would get it. Mr Smith informed yes.</li> <li>○ Mr Voual asked if parents can cancel place in ad-hoc manner. Mr Smith informed no.</li> </ul>	<p>Mr Marshall Evans to set up email/school account for Rev Kanagaratnam.</p>

<p><b>Q</b></p> <p><b>Q</b></p>	<ul style="list-style-type: none"> <li>○ Mr Voual asked about payment for wraparound. Mr Smith informed that vouchers are paid in arrears and other payments are upfront.</li> <li>○ Mr Begbey asked if school has received any issues regarding usage of Arbor from parents. Mr Smith informed no. Mr Garcia informed that teachers haven't received any issues either.</li> </ul>	
<p>13: Date of Next Meeting</p>	<ul style="list-style-type: none"> <li>○ Next FGB meeting will take place on 07.05.24 at 16:00.</li> </ul>	