

**'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 7th May 2024 at 16:00**

**in person and online.**

**Present:**

Nadeem Arshad - Online	Mr Ken Baker - Online	Mr Simon Begbey (Chair)
Mr Ian Christie - Observer	Mr Tim Dean	Mr Nick Garcia
Mrs Katie Goode	Mrs Sue Hewson	Mr Mick Lugg
Mr Sam Marshall Evans (Clerk)	Mr Paul Smith	Mr Sam Turner
	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>Mr Lugg led the governing body in prayer.</li> </ul>	
3: Apologies	<ul style="list-style-type: none"> <li>Apologies were heard for Mr Boscolo, Rev Kanagaratnam and Mr Voual.</li> </ul>	
4: Declaration of Governor Interests	<ul style="list-style-type: none"> <li>No interests were declared.</li> <li>Attending introduced themselves to Mr Christie.</li> <li>Mr Christie introduced himself.</li> </ul>	
5: Minutes of Previous Meeting	<ul style="list-style-type: none"> <li>The governor's discussed actions from previous meeting.</li> <li>Mr Lugg provided minor corrections. Mr Marshall Evans made corrections.</li> <li>Mr Lugg requested clarification on location of attendance details for FGB meetings. Mr Marshall Evans showed the location on website.</li> </ul>	
<b>PoA</b>	<ul style="list-style-type: none"> <li>Mr Lugg informed that he still wasn't receiving school newsletter emails. Mr Marshall Evans will investigate cause and rectify.</li> <li>All actions assigned to Mr Marshall Evans and Mr Begbey completed.</li> <li>Mr Marshall Evans informed that SFVS policy has been approved via email confirmation.</li> </ul>	Mr Marshall Evans to investigate Mr Lugg's email issues.
<b>PoA</b>	<ul style="list-style-type: none"> <li>Mr Begbey to remind Mr Voual to email abbreviation list to governors.</li> <li>FGB meeting minutes 20/02/24 confirmed as accurate.</li> </ul>	Mr Begbey to remind Mr Voual to email abbreviation list to governors.

6: Head's Report	<ul style="list-style-type: none"> <li>○ (REF: S&amp;C) Mr Smith informed that attainment is where it is expected across the board. Some results vary due to differing levels of progression through curriculum at this time.</li> <li>○ Mr Smith informed that Mrs Giles has finalised reception assessments. Phonics are on track, though a few EAL and new to state education children aren't currently at threshold, which affects scores somewhat.</li> <li>○ (REF: SEND) Mr Smith informed that 2 more EHCPs granted. Some being appealed due to lack of funding.</li> </ul>	
<b>PoN</b>	<ul style="list-style-type: none"> <li>○ Mrs Goode left at 16:20.</li> </ul>	
<p><b>Q</b></p> <p><b>Q</b></p> <p><b>Q</b></p> <p><b>Q</b></p> <p><b>Q</b></p> <p><b>Q</b></p>	<ul style="list-style-type: none"> <li>○ (REF: Quality of Education) Mr Smith informed that work scrutiny and drop-ins continuing; all have yielded positive feedback.</li> <li>○ (REF: Attendance) Mr Smith informed that attendance is not at suitable levels. Attendance is at national average and persistent absence is at recorded high at this time. Most recent newsletter has highlighted this.</li> <li>○ Mr Lugg asked if good attendance is rewarded. Mr Smith informed yes but currently it isn't being as impactful as previously.</li> <li>○ Mr Lugg asked if there's any way to improve this. Mr Smith informed potentially; Mr Dean is looking into PP children absence.</li> <li>○ Mrs Wright asked where school was previously. Mr Smith said 2% above average previously.</li> <li>○ Mr Begbey asked if persistent absence of a few children is skewing figures. Mr Smith informed yes but its still higher than usual due to increased number of individuals with persistent absence. Mr Dean informed that children being persistently late is also affecting figures.</li> <li>○ Mrs Hewson asked if mental health issues are primary cause for persistent absence. Mr Smith informed yes to a point.</li> <li>○ Mr Begbey asked which end of school is persistently absent. Mr Smith informed primarily in Year 5 and 6. Change of demographics has also affected attendance due to extended visits abroad.</li> <li>○ Mr Dean informed that term time holidays are up due to financial pressures in school holidays.</li> <li>○ Mr Smith informed that some suspensions occurred in Year 3 and 4.</li> <li>○ (REF: OPAL) Mr Smith informed that OPAL is making great progress. Mr Dean informed first OPAL assembly occurred this week. Support staff are also enthusiastic for the program.</li> <li>○ (REF: Safeguarding) Mr Smith informed he and Mrs Hewson have completed safeguarding audit – highly effective – but some improvements needed.</li> <li>○ (REF: Health &amp; Safety) Mr Smith informed that Mr Lugg will be in school next week for H&amp;S walk.</li> </ul>	

<p style="text-align: center;"><b>PoA</b></p>	<ul style="list-style-type: none"> <li>○ (REF: BFoS) Mr Smith informed that collaboration progress is good. Mrs Goode is leading science coordination. Music coordination also in progress. Mrs McDowall has been in discussions on joint SEN strategy. Joint sports events and poetry competition being held.</li> <li>○ (REF: St Peter's Partnership) Mr Smith informed that partnership is progressing well and being developed further. Joint staff meetings have been held and subject leads visiting both schools.</li> <li>○ (REF: Governor Involvement) Governors agreed on date for next learning walk – 28/06/24. Mr Marshall Evas will send separate governor learning walk reminder email.</li> <li>○ Mr Begbey requested any questions on report. No questions.</li> </ul>	<p style="text-align: center;">Mr Marshall Evans to send reminder email for Governors Learning Walk on 28/06/24.</p>
<p>7: Proposal for Amendment to Admissions and Class Organisation Structure for EYFS</p> <p style="text-align: center;"><b>Q</b></p> <p style="text-align: center;"><b>Q</b></p> <p style="text-align: center;"><b>Q</b></p> <p style="text-align: center;"><b>Q</b></p> <p style="text-align: center;"><b>Q</b></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 requested summary of proposal for governors.</li> <li>○ Mr Smith informed that he, Mrs Goode and Mrs McDowall have discussed this policy with EYFS team. New policy would be tried for 1 year. Children would be mixed according to needs and requirements rather than age order. Would help to support children who need more time to develop. Older children could act as role models for younger children. Classes would take longer to create due to period of information collection to ensure class is balanced. The policy would only apply to EYFS.</li> <li>○ Mrs Hewson asked if policy pros based on research. Mr Smith informed not that he is aware of. Mr Lugg informed that research on mixed age groups across school yielded positive results.</li> <li>○ Mr Turner asked when policy would be reviewed. Mr Smith informed this time next year.</li> <li>○ Mr Christie asked how success would be measured. Mr Smith informed that outcome data is most likely tool for assessment of success.</li> <li>○ Mr Dean remarked that social aspects would have to be assessed as well.</li> <li>○ Mr Begbey asked how policy would affect transition to Year 1. Mr Smith informed that children could have registration classes and working classes that they can go between. This is used in other schools. Mr Begbey asked if this would create confusion for the children. Mr Smith informed that children already mix for outside learning, only direct teaching is kept separated.</li> <li>○ Mrs Hewson remarked that balancing SEN children would be easier under policy.</li> <li>○ Mr Turner asked if SEN children can be identified in first fortnight. Mr Smith informed yes usually.</li> <li>○ Mrs Hewson remarked that it would be good to trial the policy to obtain data to inform a decision.</li> <li>○ Mr Begbey asked how transition is done form EYFS to Year 1. Mr Smith informed two classes to a class and a half.</li> </ul>	

<p style="text-align: center;"><b>Q</b></p> <p style="text-align: center;"><b>Q</b></p> <p style="text-align: center;"><b>Q</b></p> <p style="text-align: center;"><b>Q</b></p> <p style="text-align: center;"><b>PoN</b></p>	<ul style="list-style-type: none"> <li>○ Simon remarked parents may try to use policy to justify moving their children from one class to another further up the school. Mick remarked that there are concerns but it is worth trying to see results.</li> <li>○ Mr Turner asked if policy would be carried into Year 1 if successful. Mr Smith informed it would be for Reception only.</li> <li>○ Mr Begbey asked about how policy would be communicated to parents. Mr Smith informed it would be communicated to reception parents only as it only affects them.</li> <li>○ Mr Begbey asked if this policy would require a change to the admissions policy. Mr Smith informed that an addendum to the policy for the next academic year would be sufficient.</li> <li>○ Mr Begbey requested Mr Smith's, Mr Dean's and Mr Garcia's thoughts on proposal. Mr Dean remarked that after reviewing classes this year it would seem to be suitable to trial next year. Mr Garcia informed that younger EYFS class has struggled in the past so it could be beneficial. Mr Garcia remarked that another review might be suitable at the point of transition to Year 1. Mr Smith remarked that the benefits and downsides are clear. Issue with parents using policy to justify later class movements a potential issue. There is the other option of registration and working classrooms but it could create complication.</li> <li>○ Mr Begbey asked if decision is required today. Mr Smith informed yes as classes need to be organised for next year as soon as possible.</li> <li>○ Mr Begbey requested governors in agreement that policy should be implemented give indication said agreement. Majority of governors agreed. Mr Begbey requested a proposer. Mrs Hewson proposed, Mr Turner seconded. Proposal approved.</li> <li>○ Governors requested that Mr Garcia's thoughts on further review at year 1 transition be noted for future reference.</li> </ul>	
<p>8: Policies to Review and Approve</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>○ POLICIES UNDER REVIEW: Caretaker Health &amp; Safety, Health &amp; Safety, Flexible Working Policy &amp; Application.</li> <li>○ Mr Lugg provided minor amendments to policies. Mr Smith made amendments. Mr Smith informed that a statement on gender identity has been added to school policies as per DfE guidance.</li> <li>○ Mr Begbey asked what implication is if this is not included. Mr Smith informed it will be assumed that DfE guidance will be followed, but it would be better to include it for clarity.</li> <li>○ Mr Turner requested clarification on sentence beginning 'Any decisions will be...'. Mr Smith informed that wording in DfE guidance is currently vague.</li> <li>○ Mr Begbey asked if this explicitly states the parents first approach is what is being clarified. Mr Smith informed yes.</li> </ul>	

	<ul style="list-style-type: none"> <li>○ Mrs Hewson remarked that S&amp;C felt this needed to be included to ensure there is a clear policy from the school.</li> <li>○ Mr Begby requested for proposer. Mrs Hewson proposed. Mr Lugg seconded. Policies approved.</li> </ul>	
<p>9: FSP Report</p> <p><b>Q</b></p> <p><b>PoA</b></p>	<ul style="list-style-type: none"> <li>○ Mr Begbey requested Mrs Wright and Mr Lugg to offer comments on the FSP if happy to do so due to Mr Voual's absence. Mr Lugg and Mrs Wright were happy for Mr Begbey offer comments.</li> <li>○ Mr Begbey informed that Mr Voual has met with South Gloucester finance officer to go through budget. Key points were carry forward is slightly lower due to supply teacher use, and in year deficit for next year if £22,000. Carry forward if £44,000. Income has decreased due to cost changes. Future financial year figures are due to lack of data for those years. Budget for 24-25 is accurate. Simon said after school and breakfast clubs are doing well and in high demand.</li> <li>○ Mrs Wright informed that providers for HR are being assessed as LA is no longer providing those services. Other schools have been asked for their experience of providers. HR service Strictly Education has been chosen.</li> <li>○ Mr Turner asked why LA isn't providing service anymore. Mrs Wright informed it most likely isn't cost effective given academisation. Mr Lugg informed that chosen HR service also does payroll which may be useful in future.</li> <li>○ Mr Begbey requested a proposer on HR provider. Mrs Wright proposed, Mr Turner seconded. HR provider approved.</li> <li>○ Mr Dean requested a minor correction on his time allocation. Mr Lugg informed that Mr Voual is already aware of error and will change.</li> <li>○ Mr Begbey requested a proposer for report and budget. Mrs Wright proposed, Mr Lugg seconded. FSP report approved. Budget was approved.</li> </ul>	<p>Mr Voual to correct error on Mr Dean's time allocation.</p>
<p>10: S&amp;C Report</p>	<ul style="list-style-type: none"> <li>○ Mrs Hewson informed that a presentation was given by Miss Ramli for RE. Classes now have candles to take for assembly for collective worship. Department of Worship expanded to year 1 and 2. Reps from church visited to work with children and children have taken part in organisation of services and other events. Mindfulness sessions now occur 3 times a day to settle children for 5 minutes before learning begins. Mrs Leonard and Mr Smith have been to SIAMS training which has provided inspiration for RE team. Pupil conferencing has shown children to be articulate on RE. They enjoy collective worship but are unsure on mindfulness and reflection sessions.</li> </ul>	

	<ul style="list-style-type: none"> <li>○ Mrs Hewson informed that KUW team shared development and improvements to subjects. Bridge science leaders have been working on shared science scheme. Children also have a clear structure for DT lessons to provide clear progression through tasks to improve understanding. Miss Hake demonstrated floor books as a successful method of recording progression of pupils. Staff have also met with KS3 leads from secondary schools.</li> <li>○ Mrs Hewson informed that EYFS data had not been assessed at time of meeting. KS2 SEN pupils are brining percentages down due to increase in knowledge gap as those pupils move up through the school. Provision map is being used well to record interventions and record pupil support.</li> <li>○ Mr Begbey requested questions on report. No questions.</li> </ul>	
12: Bridge Family of Schools Update	<ul style="list-style-type: none"> <li>○ Mr Begbey informed that meeting has been had about partnership. Mr Smith informed that school improvement package would be continued with next year, at which point it will be cheaper.</li> <li>○ Mr Begbey informed that number of schools involved at this time is not sufficient to form trust. September 2026 is realistic date for trust formation.</li> <li>○ Mr Begbey requested comments or questions on update. No comments or questions.</li> </ul>	
13: AoB  <b>Q</b>        <b>Q</b>  <b>PoA</b>  <b>PoA</b>   <b>PoA</b>	<ul style="list-style-type: none"> <li>○ Mr Turner asked how dates of meetings are set. Mr Begbey informed they are decided at beginning of academic year.</li> <li>○ Mr Turner informed that he has difficulty attending meetings due to them being on a Tuesday. Mr Begbey informed that governing board next academic year could change meeting dates.</li> <li>○ Mrs Hewson remarked that governors are keen to ensure staff aren't kept too long to take part in meetings.</li> <li>○ Mr Begbey informed that Summer Fayre is on Saturday 22nd June. No communication from PA on governor participation at this time.</li> <li>○ Mr Begbey requested availability of governors on this date if possible between 12:00 and 15:00.</li> <li>○ Mr Begbey asked Mr Christie if he was willing to join governing board. Mr Christie remarked he is happy to do so.</li> <li>○ Mr Begbey requested approval of Mr Christie to begin application process. Governors approved. Mr Marshall Evans will set up Mr Christie as new governor.</li> <li>○ Mr Begbey requested that School Parliament provide presentation at next meeting. Mr Marshall Evans will speak to Mr Evens for him to arrange this.</li> <li>○ Governors requested that Mrs Wright take over from Mr Arshad as BFoS rep for Almondsbury. Mrs Wright agreed to this. Mr Marshall Evans with adjust governor roles document to reflect this.</li> </ul>	<p>Mr Marshall Evans to set up Mr Christie as new governor.</p> <p>Mr Marshall Evans to pass on request for School Parliament presentation to Mr Evens.</p> <p>Mr Marshall Evans to update governor roles documentation - Mrs Wright to replace Mr Arshad as BFoS rep.</p>

14: Date of Next Meeting	○ Next FGB meeting will take place on 09.07.24 at 16:00.	
--------------------------	--	--