



**'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 9th July 2024 at 16:00**

**in person and online.**

**Present:**

<b>Mr Ken Baker</b>	<b>Mr Simon Begbey (Chair)</b>	<b>Mr Marco Boscolo</b>
<b>Mr Ian Christie - Observer</b>	<b>Mr Tim Dean</b>	<b>Mr Nick Garcia</b>
<b>Mrs Katie Goode</b>	<b>Mrs Sue Hewson</b>	<b>Mr Mick Lugg</b>
<b>Mr Sam Marshall Evans (Clerk)</b>	<b>Mr Paul Smith</b>	<b>Mr Sam Turner</b>
	<b>Mrs Sue Wright</b>	

**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 Rev Kanagaratnam.</li> </ul>	
4: Declaration of Governor Interests	<ul style="list-style-type: none"> <li>No interests were declared.</li> </ul>	
5: Presentation from School Council	<ul style="list-style-type: none"> <li>Mr Evens introduced Danny Gaffori and Leo Bowen.</li> <li>Leo informed of new playground features to improve experience.</li> <li>Danny informed of Department for Safety's responsibilities.</li> <li>Leo informed of Bristol Guide Dogs charity selection and support through non-uniform day.</li> <li>Danny informed of Tour d'Almondsbury monies raised for playground experience.</li> <li>Leo and Danny informed of other responsibilities of council around school.</li> <li>Danny and Leo informed of plans for council next year.</li> </ul>	
<b>Q</b>	<ul style="list-style-type: none"> <li>Mr Lugg asked about what councillors enjoyed most. Leo informed that it was nice to have the extra responsibility.</li> </ul>	
<b>Q</b>	<ul style="list-style-type: none"> <li>Mr Begbey asked about what they are most proud of. Leo informed that the money raised for charities and OPAL. Danny informed of the improved play experience.</li> </ul>	

<p>Q</p> <p>Q</p> <p>Q</p>	<ul style="list-style-type: none"> <li>○ Mr Begbey asked if children feel listened to as a result of council. They informed yes.</li> <li>○ Mr Baker asked what advice they would pass on future school parliament members. Leo informed remembering respect was the most important.</li> <li>○ Mr Evens informed he was proud of parliament for their autonomy and efforts.</li> <li>○ Mr Voual asked what was their least favourite part of experience. Leo informed that corridor management was hardest. Danny informed that extra responsibility was hard.</li> </ul>	
<p>6: Minutes of Previous Meeting</p>	<ul style="list-style-type: none"> <li>○ Mr Smith informed that budget from previous meeting was approved by FGB after FSP reports.</li> <li>○ Actions are all completed. Mr Marshall Evans informed that Mr Christie's application is in progress.</li> <li>○ Mr Smith informed that Governor Learning Walk was cancelled and will be rearranged.</li> <li>○ Minutes of FGB meeting 07/05/24 confirmed as accurate.</li> </ul>	
<p>7: Head's Report</p> <p>Q</p> <p>Q</p> <p>Q</p> <p>Q</p>	<ul style="list-style-type: none"> <li>○ (REF: Achievement) Mr Smith informed that Arbor data uploading is only just been completed and data will be available for next meeting.</li> <li>○ Mr Smith informed that results percentages for EYFS are improved. Phonics percentages are also above national averages. Some children have not passed due to recent joining at school and/or are EAL students. Year 2 SATs results are positive but reminded that they are only for internal use since SATs requirement changes. Year 6 SATs released this morning; results are positive given disruptive year that students have experienced.</li> <li>○ Mr Voual asked about 3 children who missed exam. Mr Smith informed that 2 were school refusal related, the 3rd was on holiday.</li> <li>○ Mr Voual asked if they had a chance to resit them. Mr Smith informed yes but only during SATs week.</li> <li>○ Mr Lugg asked if this will impact on their learning. Mr Smith informed that other results and data will be used.</li> <li>○ (REF: SEN) Mr Smith informed that EHCP numbers have changed due to transitions of Year 6s and addition of new pupils; 11 have been agreed. Only 1 looked-after child from September.</li> <li>○ (REF: QoE) Mr Smith informed that staff will evaluate action plans next week. Usual work scrutiny is in progress but staff are maintaining high standards. Pupil Premium is continuing well. Attendance figure have decreased due to holidays. Attendance figure will change due to persistent absence children leaving for secondary school.</li> <li>○ Mr Begbey asked if attendance issues will affect the school negatively. Mr Smith informed no.</li> </ul>	

<p>PoA</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: OPAL) Mr Smith informed that project continuing well. Children are reportedly enjoying new play experiences.</li> <li>○ (REF: Personal Development) Mr Smith informed that character education development is now part of SDP. ELSA sessions are running with trained member of staff. Another member of staff is also being trained.</li> <li>○ (REF: Leadership &amp; Management) Mr Smith informed that staffing has been rearranged – Mr Dean will be job-sharing with Mrs Williams and Mrs Lansdown will be full time from September. Children have also been to UWE for Poetry Please competition.</li> <li>○ Mr Lugg requested correction to H&amp;S section as termly inspection has been conducted. Mr Smith will change.</li> <li>○ Mr Boscolo asked about forest school issues. Mr Smith informed that bottles and cans are continuing to be found. Fence has been extended to fill hole found by staff. Children haven't used top area of forest school since initial glass findings.</li> <li>○ Mr Turner asked why writing results are usually lower than others. Mr Smith informed that more requirements for writing to meet expected standards.</li> <li>○ Mrs Hewson remarked that writing standard is very good when she has seen children's books in moderation.</li> <li>○ Mrs Goode said that children have to meet all objectives to meet standard unless exceptional circumstances can be proved.</li> <li>○ Mr Turner remarked that standards pushing children to achieve is good to hear.</li> <li>○ Mr Boscolo asked about what can be learned from child having difficulty under pressure during phonics test. Mr Smith informed that child repeated the test later and greatly improved score; it is difficult to teach children to perform under pressure during test conditions given the rarity of moderation.</li> <li>○ Mr Boscolo asked if children could be taught to deal with pressure in more general sense. Mr Smith informed that children do have practice with this in sessions like guided reading.</li> <li>○ Mr Voual asked if child could be picked for moderation. Mr Smith informed no as they turn up with little forewarning and children can't be specifically selected.</li> <li>○ Mr Begbey asked if there was any data for longer term trends on results since COVID. Mr Smith informed no as there is not sufficient data available.</li> <li>○ Mrs Wright asked if behaviour improvement is more due to OPAL provision or new behaviour policy. Mr Dean said the combination of both is producing those results. Mrs Goode said better provision for children who are struggling and better understanding of emotional coaching are also contributing factors.</li> </ul>	<p>Mr Smith to correct H&amp;S section of report to reflect termly inspection taking place.</p>
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<p>8: Policies to Review &amp; Approve</p>	<ul style="list-style-type: none"> <li>○ POLICIES BEING REVIEWED: Gifts &amp; Hospitality, Write Off, Exclusion, SEN.</li> <li>○ Mr Begbey requested comments and questions on policies.</li> <li>○ Mrs Hewson requested that SATs requirement for Year 2 be amended to show optional status of testing. Policy was amended.</li> <li>○ Mrs Hewson asked what ‘frog progress’ means in SEND report. Mr Smith informed that it relates to children’s provision map.</li> <li>○ Mr Lugg informed that he would speak to Mrs McDowell about minor changes to the SEND report.</li> <li>○ Mr Baker proposed, Mr Voual seconded. Policies approved.</li> </ul>	
<p>9: FSP Report</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 Voual informed that numbers at breakfast and after-school club have positive margins. Additional funding applied for with LA for wraparound care.</li> <li>○ Mr Smith informed that £15,500 approved.</li> <li>○ Mr Voual asked why full £27,000 wasn’t approved. Mr Smith informed that is all that can be provided.</li> <li>○ Mr Voual informed that audit has been carried out. Mr Smith informed that no high areas of development. Medium and low areas were: Clarification of budget approval was one. One policy was missing review date. School meals needed debt information. Mrs Heaps needs to estimate purchase orders for later adjustment. Templates required for audit data.</li> <li>○ Mr Voual asked if it was an annual audit. Mr Smith informed every seven years.</li> <li>○ Mr Voual asked what happens when audit results data is returned. Mr Smith informed that requested actions need to be completed and evidence provided of completion, which is then sent to auditors for confirmation.</li> </ul>	
<p>10: Partnership Agreement</p>	<ul style="list-style-type: none"> <li>○ Mr Smith informed there were no updates at this time.</li> </ul>	
<p>11: Bridge Family of Schools Update</p> <p style="text-align: center;"><b>Q</b></p>	<ul style="list-style-type: none"> <li>○ Mr Smith informed that meeting on 26 June meeting governors’ chairs and looked at the strategic plans, steps for next year and calendar for next year. Dates are being arranged for collaborative efforts between governing bodies and staff and training.</li> <li>○ Mr Begbey informed that shared events were also discussed, including observer attendance of other FGB meetings. Mr Begbey reminded that school numbers as yet aren’t sufficient to form trust.</li> <li>○ Mrs Hewson asked about likelihood of more schools joining in near-term. Mr Smith informed not as yet.</li> <li>○ Mr Baker asked how many schools currently involved. Mr Smith informed 6.</li> </ul>	

	<ul style="list-style-type: none"> <li>Mr Boscolo asked how much information is available to parents etc. Mr Smith informed events are published and info is available on website. Parents aren't very aware as it doesn't affect a lot at this time.</li> </ul>	
<p>12: AoB</p> <p><b>PoA</b></p> <p><b>PoA</b></p> <p><b>PoA</b></p>	<ul style="list-style-type: none"> <li>Mr Lugg requested amendments to future meeting dates document. FGB on 24th September not 26th. S&amp;C on 4th February not 3rd. Changes were made.</li> <li>Mr Boscolo requested meeting dates to be digitised in calendars. Mr Marshall Evans will do this.</li> <li>Mr Baker informed he is stepping down from governors due to other commitments. Mr Baker wished governors the best. Governors thanked Mr Baker for 8 years of commitment. Mr Marshall Evans will remove Mr Baker as co-opted governor.</li> <li>Mr Turner remarked that Rock Steady concert was great for children's inspiration and requested that any other similar opportunities be taken up.</li> <li>Mr Begbey informed that he is stepping down from governors due to other commitments. Mr Begbey thanked governors for their efforts and commitment and thank you to the staff for theirs. Mr Marshall Evans will remove Mr Begbey as chair at end of academic year. Mr Begbey requested that governors consider chair or co-chairship.</li> <li>Mrs Hewson presented Mr Begbey with gift of thanks from governors for 9 years of commitment.</li> </ul>	<p>Mr Marshall Evans to create digital calendar for governor-related events.</p> <p>Mr Marshall Evans to remove Mr Begbey and Mr Baker from governors schedule etc.</p>
14: Date of Next Meeting	<ul style="list-style-type: none"> <li>Next FGB meeting will take place on 24/09/24 at 16:00.</li> </ul>	