

'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 24th September 2024 at 16:00

in person and online.

Present:

Mr Marco Boscolo

Mr Tim Dean

Mr Nick Garcia

Mrs Katie Goode

Mrs Sue Hewson

Rev Anjali Karaganatnam

Mr Mick Lugg

Mr Sam Marshall Evans (Clerk)

Mr Paul Smith

Mr Samuel Turner

Mr Prithpal Voual

Mrs Sue Wright

Pol - Point of Information

PoA - Point of Action

PoN - Point of Note

Q - Question

Item	Details	Q/PoA/ PoN/Pol	Action
1: Welcome	<ul style="list-style-type: none"> Mr Marshall Evans welcomed the governors to the meeting. 		
2: Opening Prayer	<ul style="list-style-type: none"> Rev Kanagaratnam led the governing body in prayer. 		
3: Apologies	<ul style="list-style-type: none"> Apologies were heard for Mr Christie. Mrs Wright informed that she would be joining later. 		
4: Appointment of Clerk, Chair and Vice-Chair	<ul style="list-style-type: none"> Mr Marshall Evans stated that he is happy to continue as clerk for this academic year, pending approval. Governors approved this. Mr Marshall Evans informed that said nominations for Chair had been received for Mr Turner. Sam ME informed that nominations for Vice Chair had been received for Mr Voual and Mrs Hewson. Mrs Hewson declined to proceed with her nomination. Mr Turner and Mr Voual were elected as Chair and Vice-Chair respectively by the governors. 		
5: Declaration of Governor Interests	<ul style="list-style-type: none"> Mr Marshall Evans requested that governors complete a Business & Pecuniary Interests form. Mr Marshall Evans stated that he will remind governors of other actions to complete at end of meeting. 	<p>PoA</p> <p>PoN</p>	All governors to complete and return a Business & Pecuniary Interests form.

6: Governor's Policy for Confidential Matters	<ul style="list-style-type: none"> Governors confirmed latest updates to Code of Conduct. 	PoA	Mr Turner to sign latest update of Governors Code of Conduct.
7: Minutes of Previous Meeting	<ul style="list-style-type: none"> Mr Marshall Evans informed that minor corrections noted by Mr Lugg had been completed. Mr Lugg proposed confirmation of minutes, Mrs Hewson seconded. Minutes of FGB meeting 09.07.24 confirmed as accurate. 	PoA	Mr Turner to sign copy of FGB meeting 09.07.24 minutes.
8: Head's Report	<ul style="list-style-type: none"> Mr Smith informed progress data is positive. Mrs Hewson asked why children are showing as developing if making good progress. Mr Smith explained that progress threshold skews categorisation. (REF: Achievement of Pupils) Mr Smith informed of good progress with pupils. Mr Turner asked about predictions for COVID cohort. Mr Smith explained that research has shown relationship building and development in various areas is below expected for children of that age, which will affect results. Mr Smith informed that outcomes for KS1 and KS2 are good, higher than local and national averages. Mrs Hewson asked how GDs compares with national average as it falls below national averages. Mrs Goode explained the relevant cohort has a lot of need which affected their ability to achieve. Targets have been affected by events since said cohort were in Year 2. Mr Boscolo remarked that the drop is quite significant. Mr Smith stated that multiple factors and events since Year 2 have affected this. 3 children also didn't complete SATs due to absence – variety of reasons for these absences. Mr Boscolo asked if unauthorised absences were reported to LA. Mrs Goode explained that this had been done but there is no further recourse after this. Mr Turner asked how those absences are reported in terms of SATs. Mr Smith explained that it would be recorded as not taking the test. Mr Voual asked how this would affect those students at secondary. Mr Smith explained that there would be no data for those children but that they would be in specialist provision in secondary anyway. Mr Lugg requested that commendation from governors to staff for good results be noted. 	<p>Q</p> <p>Q</p> <p>Q</p> <p>Q</p> <p>Q</p> <p>Q</p> <p>PoN</p>	

<p>8: Head's Report (Continued 1)</p>	<ul style="list-style-type: none"> ○ Mr Smith informed that teacher assessments have been done on KS1 due to children not having taken national assessments previously. ○ Mr Boscolo asked what would the school strengths be characterised as, given the results. Mr Smith explained that the improvements made with said cohort is positive; further improvements can be made in future. ○ Mr Boscolo asked about percentages on results. Mr Smith explained that percentages are combined from reading, writing and mathematics results. Results are positive, given higher than national averages. ○ (REF: SEN) Mr Smith informed evidence is being gathered for EHCPs. Funding has been applied for – for additional children that have joined school. ○ Mrs Hewson asked what ePEP is. Mr Smith explained it is digital record for looked after children. ○ (REF: QoE) Mr Smith informed work scrutiny is ongoing as wellbeing period has only just finished. KUW curriculum has bene tweaked. Lesson visits have occurred and been positive – calm and focused environment. ○ Mr Boscolo requested that curriculum teams info could be shared. Mr Smith will do so. ○ Mr Smith informed that PP strategy is being reviewed. Mr Dean informed that he would discuss strategy with Mr Turner upon completion. ○ Mr Smith informed that SP strategy has been reviewed and uploaded to website. ○ (REF: Personal development, behaviour and attitudes of pupils Pupil issues) Mr Smith informed that persistent absences appear high due to term time holidays already taken this academic year. Work being done with parents of relevant children. ○ (REF: OPAL) Mrs Goode informed that staff training has been undertaken. Staff are being trained on more risky play such as tree climbing. ○ Mr Turner asked about how to describe facets of OPAL to parents. Mrs Goode explained that there is a wider variety of activities and termly rotation of sports for children to engage with, in additional to greater freedom to move around playgrounds and other outdoor spaces. ○ Mr Turner asked if more adults are needed to support development. Mrs Goode explained that current adult levels are sufficient but more adults would be helpful in future. ○ Mr Voual asked if other schools are using OPAL program. Mrs Goode explained other schools have been visited to gain knowledge on program but otherwise Almondsbury is one of the first to engage with it. 	<p style="text-align: center;">Q</p> <p style="text-align: center;">Q</p> <p style="text-align: center;">Q</p> <p style="text-align: center;">PoA</p> <p style="text-align: center;">Q</p> <p style="text-align: center;">Q</p> <p style="text-align: center;">Q</p>	<p style="text-align: center;">Mr Smith to share curriculum teams information with governors.</p>
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8: Head's Report (Continued 2)	<ul style="list-style-type: none"> ○ Mr Voual asked if behaviour on playground has been affected. Mrs Goode explained that behaviour has improved except in specific exceptions. Children who would normally stick to one activity every playtime have been seen engaging well in other activities. 	Q	
	<ul style="list-style-type: none"> ○ Mrs Wright arrived at 16:39. 	Pol	
8: Head's Report (Continued 3)	<ul style="list-style-type: none"> ○ (REF: Safeguarding) Mr Smith informed that safeguarding training for staff has been completed and safeguarding audit is being worked on. Two children currently allocated a social worker. Only wording changes to KSCIE this year. ○ (REF: Health & Safety) Mr Smith informed that latest fire drill was very efficient. ○ (REF: Leadership & Management) Mr Smith informed that Marie Barrett and Emma Marshall have settled in well. New governors to be ready for appointment for next FGB meeting. Date for next governors learning walk to be agreed later in meeting. ○ (REF: Wraparound Care) Mr Smith informed that breakfast and after school clubs remain popular. Some illness has affected running of clubs. Friday continues to be less popular for after-school club – funding secured for this year but further continuation is under review. ○ Mr Turner asked where funding was obtained. Mr Smith explained that further funding was given by government to support more schools setting up wraparound care. ○ Mr Boscolo asked for clarification on numbers. Mr Smith explained that there are approximately 100 children who stay for sports clubs and 20 – 25 for post 16:30 wraparound care. 	Q Q	
9: Policies to Review and Approve	<ul style="list-style-type: none"> ○ POLICIES BEING REVIEWED: Attendance / Confidentiality / Freedom of Information / Privacy Notice / Safeguarding / Child Protection / Whistleblowing / Complaints / Appraisal and Capability / Purchasing (slight changes due to audit) / Lettings (slight changes due to audit) / Charging (slight changes due to Audit) / E-Safety (slight changes due to audit) / Draft Pay (pay scales to be ratified) ○ Mr Smith informed that he had completed minor corrections to policies from Mr Lugg. ○ Mrs Hewson asked about who designated pastoral lead is for attendance policy. Mr Smith explained that SLT staff cover this. ○ Mrs Hewson asked about reinforcement of attendance policy with parents. Mr Smith explained that information to be given via newsletter, at 'meet the teacher' meetings and on other occasions. 	Q Q	

<p>9: Policies to Review and Approve (Continued 1)</p>	<ul style="list-style-type: none"> ○ Mr Voual asked about where funds from fines goes. Mr Smith explained that money goes directly to council. ○ Rev Kanagaratnam asked about further procedures beyond fines. Mr Smith said EWO would be contacted but this is not always successful in resolving attendance issues either. ○ Mr Boscolo asked about process of court proceedings. Mr Smith explained that this would be engaged when required as the persistent absence contravenes child's right to education. ○ Mr Boscolo asked about how assets are recorded. Mr Smith explained that discussions have been had with internal audit team due to difficulties with how assets are documented. Changes are now being implemented by audit team. ○ Mr Boscolo asked about confusion with governor training. Mr Marshall Evans explained he would be discussing Governor Hub in AoB. ○ PoA - Mr Lugg requested amendments to paragraphs 2.8 and 2.10 of pay policy – amendments needed these areas due to lack of relevance to policy. Mr Smith will make said amendments. Mr Smith explained that pay policy is currently only proposed but is available for viewing at this time. ○ Mr Boscolo requested that TLRs be added to policy for clarity. Mr Smith will do this. ○ Mr Smith requested proposers for approval of policies with stated amendments. Mr Lugg proposed, Mr Boscolo seconded. Policies approved. 	<p>Q</p> <p>Q</p> <p>Q</p> <p>Q</p> <p>Q</p> <p>PoA</p> <p>PoA</p>	<p>Mr Smith to make requested amendments to pay policy.</p> <p>Mr Smith to add TLRs to policy.</p>
<p>10: Committees 2024/2025</p>	<ul style="list-style-type: none"> ○ Mr Smith requested that governors confirm current committee positions. ○ Mr Turner asked about nominations for chairs for committees. Mr Smith explained that chairs can be decided at first meetings of each committee. ○ Mr Turner was added to pay committee, appraisal of HT committee and standing committee due to governor chair status. ○ Mr Boscolo asked if same governors on pay and standing committees is an issue. Mr Smith explained no as chairs have to be part of committees. ○ Mr Turner asked about performance management committee. Mr Smith explained that it is the HT committee. ○ Mr Turner asked about complaints committee positions. Mr Smith explained that it is subject to availability and lack of knowledge on complaint under review. ○ Governors confirmed committee positions. 	<p>Q</p> <p>PoN</p> <p>Q</p> <p>Q</p> <p>Q</p>	

11: Governor Responsibilities and Links	<ul style="list-style-type: none"> ○ Mr Dean Requested that Carolyn Hill be removed from governor links. Mr Smith removed. ○ Governor links and responsibilities will be revisited at next meeting when new governors are appointed. 	<p>PoN</p> <p>PoA</p>	Governors to review links and responsibilities at next meeting.
12: Chair's Report	<ul style="list-style-type: none"> ○ No chair's report. 		
13: Governor Fund	<ul style="list-style-type: none"> ○ Mr Smith requested that governors drop a small amount (£10) at the school office for gifts etc. when possible. 	<p>PoA</p>	Governors to contribute donations (£10) to governor fund.
14: Confirmation of Academic Dates	<ul style="list-style-type: none"> ○ Mr Smith requested confirmation of date for next Governor Learning Walk. Governors agreed to 29/11/24 at 11:30 – 14:00. ○ Mr Turner asked about partnership committee members. Mr Smith explained Mrs Wright is steering group rep and Mrs Hewson is St Peter's partnership rep, with Mr Turner as well due to chair role. Mr Smith asked that governors let Mr Marshall Evans know if they would like to fill vacancy on St Peters Partnership committee. 	<p>PoN</p> <p>Q</p> <p>PoA</p>	Governors to inform Mr Marshall Evans of interest in filling St Peters Partnership committee vacancy.
15: Reflective Question	<ul style="list-style-type: none"> ○ Governors reflected on what differences they have made today, what they have found out and what further questions need to be asked. ○ Mr Turner shared that he had learned of support from governor services for clerks and governors if needed. ○ Mr Turner asked about how children with needs are supported to access learning and remain motivated. Mr Smith explained that a variety of strategies and support are used to assist these children but there is always an element of control lost due to external factors. ○ Mr Turner asked if teaching assistants are there primarily to support children with needs. Mr Smith explained that TAs are used to support teacher in variety of ways both in and outside the classroom. ○ Mr Turner asked about training sessions for TAs. Mr Smith explained that TAs have fortnightly sessions to support and develop their skills and expertise. ○ Mrs Hewson asked how governors can be mindful of and support wellbeing of staff. Mr Boscolo suggested that governors could set up sessions with staff to check in on their wellbeing. Mr Smith explained that this could be arranged. 	<p>Q</p> <p>Q</p> <p>Q</p> <p>Q</p> <p>PoA</p>	Governors to look into arranging wellbeing check-ins with staff.

<p>15: Reflective Question (Continued 1)</p>	<ul style="list-style-type: none"> ○ Mr Turner asked if staff know how to address burnout. Mrs Goode explained that there are well used support structures that staff use when needed. Mr Dean explained that curriculum teams and TA meetings are another avenue for staff to raise concerns/issues. ○ Mr Smith remarked that staff overall feel able to raise issues when they occur. 	<p>Q</p>	
<p>16: AoB</p>	<ul style="list-style-type: none"> ○ Mr Marshall Evans requested that governors read the policies listed in email to governors and confirm having done so by 14th October. 	<p>PoA</p>	<p>Governors to read listed policies and confirm this with Mr Marshall Evans by 14.10.24.</p>
<p>17: Date of Next Meeting</p>	<ul style="list-style-type: none"> ○ Next FGB meeting to take place on 03.12.24 at 16:00. 		