

'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 3rd December 2024 at 16:00

in person and online.

Present:

Mrs Sam Bailey-Gard	Mr Marco Boscolo	Mr Ian Christie
Mr Tim Dean	Mr Nick Garcia	Mrs Sue Hewson
Rev Anjali Karaganatnam	Mrs Lauren Lansdown	Mr Mick Lugg
Mr Sam Marshall Evans (Clerk)	Mrs Rachel Mylrea	Mr Paul Smith
Mrs Christine Thomas	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 Turner 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 Mrs Goode. Mrs Mylrea informed that she would be joining later. 		
4: Declaration of Governor Interests	<ul style="list-style-type: none"> Mr Marshall Evans requested that governors declare interests. None were declared. 		
5: New Governors, Governor Roles and Governor Vacancies	<ul style="list-style-type: none"> Mr Marshall Evans introduced new governors. New governors gave introductions. Mr Marshall Evans explained Associate member roles and requested governor approval of said roles. Governors approved roles. Governors presented gift to Mr Garcia as thanks for his tenure. Mr Marshall Evans informed of LA Governor vacancy and suggested parent governors who were unsuccessful might be suitable. Mr Marshall Evans will pursue this to check for interest in the role. 	PoA	Mr Marshall Evans to speak to unsuccessful Parent Governor role applicants about LA Governor role.

<p>6: Minutes of Previous Meeting</p>	<ul style="list-style-type: none"> ○ Mr Turner requested any comments on minutes. ○ Mrs Thomas requested addition of Mr Voual to attendance record. Minutes were adjusted to reflect this. ○ Mr Boscolo asked what progress was on staff check-ins action. Mrs Thomas asked what the plan was for check-ins. Mr Smith informed doing this through links would be most suitable way of setting this up. ○ Mr Dean requested OPAL governor link. Mr Smith added link. ○ Mrs Hewson stated that she checks in regularly with Mrs McDowall as part of SENCo governor link. ○ Mrs Thomas asked if Governor Links list was exhaustive. Mr Smith informed no. Mrs Thomas remarked that it would be suitable to add other staff members to appropriate places to ensure all staff are checked on. Mr Smith added missing staff names. ○ Mr Turner requested that new governors study governor links document to decide where they could be added later in the meeting. ○ Mr Turner requested approval of minutes. Mr Lugg proposed, Mr Turner seconded. Minutes of FGB meeting of 24.09.24 were approved. 	<p style="text-align: center;">Q Q Q PoA</p>	<p style="text-align: center;">Mr Turner will sign approved copy of minutes for records.</p>
<p>7: Head's Report</p>	<ul style="list-style-type: none"> ○ (REF: Assessment) Mr Smith informed of dates of assessments and that results will be looked at in S&C committee meeting in January. Results have not changed significantly since last meeting. ○ Mr Smith informed that Y2 results aren't mandatory anymore but school continues with testing to inform progress within school. ○ Mr Voual asked about reasoning for removing mandatory nature. Mr Smith informed that baseline assessments are used and new testing system will be employed upon those children reaching Y6. ○ (REF: SEN) Mr Smith informed that school has 9 EHCPs. Advertising has been put out for new SENTA but on interest so far. ○ Mr Turner asked about lack of interest. Mr Smith informed that recruitment across the education system is struggling. ○ Mr Voual asked about hours of position. Mr Smith informed the contract is 23 hours. ○ Mr Smith informed of PINS project; initial stages have been completed by engaging in a self-evaluation and two opportunities provided for parents to engage as well as a survey online. ○ Mr Boscolo asked how many staff have been trained. Mr Smith informed all staff are trained as it is completed on site. 	<p style="text-align: center;">Q Q Q Q</p>	

<p>7: Head's Report (Continued 1)</p>	<ul style="list-style-type: none"> ○ Mr Boscolo asked about when next parent training sessions will be run. Mr Smith informed in January and March. ○ Mrs Hewson asked how parents can be engaged more with PINS project. Mr Smith said later hours for courses have been tried without success; other strategies are being looked into. ○ (REF: Quality of Education) Mr Smith informed that curriculum teams are working through action plans. SLT has completed work scrutiny for writing, maths, history, geography and science. Mrs Hewson remarked that work was very high standard; floor books particularly good. ○ Mr Smith informed that annual visit from Vicky Gordon has occurred, focusing on Science. Positive results; Mr Smith informed that school remains priority 3. ○ Mr Lugg asked for clarification on priorities. Mr Smith explained priorities relate to Ofsted results; priority 3 being minimal reviews required due to high standard. ○ Mrs Hewson asked if Ofsted review will change priority status. Mr Smith said no; only changes will occur next academic year when terminology for priorities changes. ○ (REF: Pupil Premium) Mr Smith informed that strategy has been reviewed by Mr Dean. Mr Dean informed that review meeting with Mrs McDowall is upcoming. Sports premium strategy has been reviewed and new one created for next academic year. ○ (REF: Attendance) Mr Smith informed that attendance is at 96%, which is positive. Meetings have been had for persistent absence, which has resulted in improved attendance for those children. Free school meals children persistent absence has not improved significantly. ○ Mr Voual asked who sets target for attendance. Mr Smith informed that school does; 1% above national average currently. ○ (REF: OPAL) Mr Smith informed that OPAL program continues to be successful. Mr Lugg remarked that learning walk last week featured OPAL and was very impressed. Mr Voual remarked that it was a very enjoyable visit because of OPAL setup. Mr Smith informed that mud slide has been well received and that school is more prepared to continue with it with puddle suits. ○ (REF: Exclusions/Safeguarding) Mr Smith informed that Safeguarding procedures are in place and are still the same outstanding nature they were at Ofsted. ○ Mr Voual asked for clarification on EHAP. Mr Smith explained that it consists of visits to home arranged by LA to support child and parents 	<p>Q</p> <p>Q</p> <p>Q</p> <p>Q</p> <p>Q</p> <p>Q</p> <p>Q</p> <p>Q</p>	
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<p>7: Head's Report (Continued 2)</p>	<ul style="list-style-type: none"> ○ (REF: Personal Development) Mr Smith informed of collective worship assembly at church and other Values for Life discussions. Mr Smith informed that Character education is now part of SDP; encouraged governors to attend carol concert at Cribbs Causeway. ○ (REF: Health and Safety) Mr Smith informed that H&S inspection has been completed by Mr Lugg. Awaiting any recommendations relating to the survey we had on solar panels to generate our own electricity for the LA. ○ (REF: Leadership and Management) Mr Smith informed that all staff are working very hard and supporting each other in terms of wellbeing and peer support for quality of education and teaching; would appreciate check-ins from governors. ○ Mr Smith informed that continues to go well and be developed further. School is embarking on more joint aspects including training and work with the children this year. ○ Mrs Thomas requested SDP SEF to be sent out. Mr Marshall Evans will do this. ○ Mr Smith informed that governor skills audit needs to be undertaken and will send out forms to governors to fill in. ○ Mr Smith requested comments. Mr Turner asked for thoughts on improvement of writing results. Mr Smith informed that COVID affected writing ability due to difficulty in teaching skills during pandemic. ○ Mr Boscolo asked about need to update skills records due to having filled in at the end of last academic year. Mr Smith informed that it is required at the start of every new governing body session. ○ Mr Lugg asked about providers of training in safeguarding report. Mr Smith explained that if internal it is done by him, if external it is done by LA. ○ Mr Lugg asked for clarification of cleaner roles. Mr Smith explained that cleaners also have lunchtime supervisor roles, so aren't counted twice. ○ Mr Lugg asked about apparent contradiction in Mrs Hewson's training record. Mr Smith informed that training referred to is two different courses. ○ Mr Lugg asked about staff to be trained figure. Mr Smith explained that it was an error and corrected figure to zero. ○ Mr Lugg asked for clarification on referral figures. Mr Smith updated table to provide clarity on stages of referrals. 	<p>PoA</p> <p>PoA</p> <p>Q</p> <p>Q</p> <p>Q</p> <p>Q</p> <p>Q</p> <p>Q</p>	<p>Mr Marshall Evans to email SDP SEF to Governors.</p> <p>Governors to fill in and return skills audit forms sent out by Mr Smith.</p>
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<p>8: Policies to Review and Approve</p>	<ul style="list-style-type: none"> ○ POLICIES BEING REVIEWED: Anti-Bullying / BFoS Pay / Collective Worship / Computing / EYFS / Fire Risk / Safer Recruitment & Selection / Security. ○ Mr Turner requested comments on policies under review. ○ Mrs Hewson asked for clarification on clause 5.2 of Pay Policy. Mr Smith made minor corrections to wording for clarity regarding pay scales. Q ○ Mrs Hewson asked if the policy is taken from a model. Mr Smith informed yes; taken from union-formed policy for expediency. Q ○ Mr Boscolo asked for clarity on pay scale process. Mr Smith explained that development has to be demonstrated in professional growth meetings and on teachers' standards. Mr Smith explained that terms on performance-related management have been removed as part of most recent negotiations. Upon reaching top of main scale, staff can apply to move to upper pay scale. It takes 6 years to move through main scale and another 6 through upper scale. Q ○ Mrs Thomas asked for clarity on acronym SWGL. Mr Dean explained it means South West Grid for Learning. Mrs Thomas suggested clarification of acronyms at least once at first usage in policies. Q ○ Mrs Thomas asked about wording relating to AI in Computing Policy. Mr Dean explained it is being discussed. Q ○ Mr Turner asked about existence of Plagiarism Policy. Mr Dean explained that it is taught in Y6 but there is no policy at primary level. Q ○ Mr Turner requested approval of policies. Mr Boscolo proposed. Mr Turner seconded. Policies approved. 		
<p>9: FSP Report</p>	<ul style="list-style-type: none"> ○ Mr Voual informed of key points from last report. Deficit forecast is now £29,000 compared to £23,000 in April 2024 – only 0.3% difference. ○ Mr Voual informed of increase in salaries, additional SEN and support costs. Additional children joining does not provide school with additional funding, which has affected results. School is in good position compared to others in area. ○ Mr Boscolo asked about certainty of forecast for next year. Mr Smith explained that there are many unknown variables that will affect forecast that may come up. Q ○ Mr Boscolo asked what can be done to mitigate risks. Mr Smith informed that school is doing as required financially but expenses cannot be reduced due to needs of pupils – priority is success of children, finances come second. Q 		

<p>9: FSP Report (Continued 1)</p>	<ul style="list-style-type: none"> ○ Mr Voual asked if action plan is required if school goes into deficit. Mr Smith explained yes upon going £10,000 into deficit. Any deficit below this would be agreed on by governors with plan to return to surplus. ○ Mr Voual remarked that not providing support due to finances would ultimately cause more problems. Mr Boscolo remarked that he agreed with pupil-first policy but asked what the plan would be in the event of a deficit. ○ Mr Turner asked about funding for additional children. Mr Voual explained that funding is only provided if children are attending prior to October census. Mr Smith informed that another census is done in January but doesn't change funding significantly. ○ Mr Christie asked if census occurs each year. Mr Smith informed yes. ○ Mr Smith informed that Pay Committee met and ratified pay decisions. ○ Mr Voual requested further comments/questions on FSP report. None given. 	<p>Q</p> <p>Q</p> <p>Q</p>	
<p>10: S&C Report</p>	<ul style="list-style-type: none"> ○ Mr Boscolo informed that he and Mr Turner weren't present due to personal circumstances; Mrs Hewson's thoughts on meetings were requested. ○ Mrs Hewson informed of discussions on prosody. Staff model this at all levels in variety of ways. Y5 and Y6 have put learning into practice through school trips and Bridge events. ○ Mrs Hewson informed of process for ELS phonics scheme. Results of assessment of scheme are very positive; over 90% children achieved Early Learning Goals. ○ Mrs Hewson informed of booster reading program run by UWE students; children made 6 months progress with 10 weeks of intensive support. ○ Mrs Hewson informed of meetings with Vicky Gordon to assess strategies for GDS writing. ○ Mrs Hewson informed of efforts to engage children with reading for pleasure. Children taking part in book clubs. UKS2 children using Padlet to record reading and related activities rather than reading records. ○ Mrs Hewson informed that staff are using Arbor to track assessment. Floor books also being used to create group record of progress. ○ Mrs Hewson informed of commendation of staff for efforts this year. ○ Mrs Hewson informed that TAs have been diverted more from general class support to focus on greater number of SEN children. ○ Mrs Hewson informed that OPAL has produced positive behaviour results on playground. 		

<p>10: S&C Report (Continued 1)</p>	<ul style="list-style-type: none"> ○ Mrs Hewson requested comments on report. ○ Mr Turner asked how Reception staff have been supported with extra challenges from current cohort. Mr Smith informed that additional staffing and slower curriculum progression to focus on establishing routines etc. have produced measurable improvement in behaviour in Reception. ○ Mr Christie asked if current Reception cohort challenges were anticipated, given they were born during COVID. Mr Smith explained yes, though dynamic can never be fully predicted. ○ Mr Smith informed that notable success has been Toast Station, which children can use independently to eat when hungry. ○ Mr Turner asked if challenges presented by cohort will affect results of changed class distribution. Mr Smith explained no as outcomes of specific children will be looked into when assessment is done. ○ Mrs Hewson remarked that she is very impressed by Reception staff capabilities in instilling ability in every cohort by the end of their time in Reception. 	<p style="text-align: center;">Q</p> <p style="text-align: center;">Q</p> <p style="text-align: center;">Q</p>	
<p>11: Chair's Report</p>	<ul style="list-style-type: none"> ○ Mr Turner requested headshots of new governors for website for Mr Marshall Evans to upload to website. ○ Mr Turner explained to new governors that Learning Walks provide great insight into how school community functions; particularly impressed by OPAL programme during latest learning walk. ○ Mr Turner requested that new governors refer to website and ask questions on how to get involved with school community. ○ Mr Turner informed of comments and concerns regarding academisations, and asked if process is required to continue. Mr Smith informed no, given new government's priorities. ○ Mr Turner remarked that progress with academisation has resulted in strong partnership with St Peter's and productive network in Bridge Family of Schools. Mr Smith informed of variety of events and opportunities for staff and pupils as a result of BFoS. Mr Smith also informed of financial benefits through discounts of setting up HR services, catering etc. as a group of schools. ○ Mrs Wright remarked that BFoS provides benefits of trust and opportunities now available are great benefit. ○ Mr Boscolo asked when discussion of pros and cons regarding trust formation will occur. Mr Smith explained that presently trust formation is on hold due to cessation of funds provided for trust formation. Trusts can still be formed but would have to absorb cost of formation. 	<p style="text-align: center;">PoA</p> <p style="text-align: center;">Q</p> <p style="text-align: center;">Q</p>	<p>New governors to email headshots of themselves to Mr Marshall Evans for website.</p>

<p>11: Chair's Report (Continued 1)</p>	<ul style="list-style-type: none"> ○ Mrs Wright remarked that pros and cons of primary only trusts vs primary/secondary trusts are different, but as trust formation is on hold there is no rush to discuss. ○ Mr Turner and Mr Smith remarked that, given changes in government priorities, there is no compulsion to continue. ○ Mrs Hewson asked what the status of Bridge will be; are schools still happy to continue to work together. Mr Smith informed yes. ○ Mr Turner remarked that currently, status quo of BFoS continuing to support each other is best option, given indecision from government on direction of trust formation. Mr Smith agreed with this. ○ Mr Lugg asked if other schools in area are in similar situation. Mr Smith informed yes, but there are differences in how Bridge arranges training compared to other schools in area. ○ Mr Lugg remarked that benefits of current setup merit continuation. 	<p>Q</p> <p>Q</p>	
<p>12: Training & Reports / Roles & Responsibilities / Skills Audit / Future Training Requirements for Governing Body</p>	<ul style="list-style-type: none"> ○ Mr Turner informed that governors can access GovernorHub to arrange training sessions. ○ Mr Turner requested governors review links & responsibilities and committees list. ○ Mrs Thomas asked how governors are put on committees. Mr Smith explained that governors have the choice of two committees. ○ Committee roles, links and responsibilities were updated, adding new governors and moving incumbents that requested changes. ○ Mr Marshall Evans will add updated copy of lists to website. 	<p>Q</p> <p>PoA</p>	<p>Mr Marshall Evans to add updated copy of Committees, Roles and Responsibilities to website.</p>
<p>13: AoB</p>	<ul style="list-style-type: none"> ○ Mr Marshall Evans requested that governors with IT requests speak with him after the meeting to resolve. 		
<p>14: Governor Training</p>	<ul style="list-style-type: none"> ○ Governors completed safeguarding training. 		
<p>15: Date of Next Meeting</p>	<ul style="list-style-type: none"> ○ Next FGB meeting to take place on 04.03.25 at 16:00. 		