

'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 4th March 2025 at 16:00

in person.

Present:

Mrs Sam Bailey-Gard	Mr Ian Christie	Mrs Sue Hewson
Rev Anjali Karaganatnam	Mrs Lauren Lansdown	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 Mr Boscolo, Mr Dean, Mrs Goode and Mr Lugg. 		
4: Declaration of Governor Interests	<ul style="list-style-type: none"> Mr Marshall Evans requested that governors declare interests. None were declared. 		
5: Minutes of Previous Meeting	<ul style="list-style-type: none"> Mr Marshall Evans informed of technical error regarding dispatching of minutes. Minutes were shown in meeting for review. Mr Marshall Evans informed that LA Governor role has been offered to unsuccessful Parent Governor applicants but no interest has been shown. Mrs Thomas requested that minutes be made available earlier. Mr Marshall Evans informed that this could be done and explained that he will return to this request in AoB. 	<p>PoA</p> <p>PoA</p>	<p>Mr Marshall Evans will send out minutes again to governors to review and approve via email.</p> <p>Mr Marshall Evans will send out minutes again to governors to review and approve via email.</p>

<p>6: Head's Report</p>	<ul style="list-style-type: none"> ○ (REF: Achievement of Pupils) Mr Smith informed that pupils attainment levels are at expectations for current progress this academic year. Mr Smith informed that scores will be affected somewhat by SEND children and their current progress. ○ (REF: EYFS) Mr Smith informed that writing has least progress currently due to requirement of independence being more complex to assess at this level. Attainment is otherwise good. Mr Smith informed that governors can visit 'museum' set up by children to see their progress with current topics. ○ Mr Turner asked if current progress on writing is at expected for current cohort. Mr Smith informed yes, but that this cohort is lower than previous for several reasons. ○ (REF: SEN) Mr Smith informed that several needs assessments are currently ongoing – if successful, there will be 15, which is higher than national average. ○ Mr Voual asked if those children are new to the school or if those children have been at school for some time. Mr Smith explained that there is a mixture and variety of presentation results in differing timescales of identification and support. ○ Mrs Wright asked if budget was sufficient to support needs for those children. Mr Smith informed that funding is not sufficient for level of support required, given that funding has not risen with costs. ○ Mr Turner asked if 5% threshold has been reached for further funding to be secured. Mr Smith explained that currently, even with all 15 children 5% is not reached, however new pupils joining will result in reaching this threshold. ○ Mr Voual asked how much additional funding is provided. Mr Smith informed an extra £5,000. ○ Mrs Hewson asked if SENCo is still supporting at St Peter's. Mr Smith informed yes. ○ Mr Smith informed that PINS project continues and environment survey will be undertaken. ○ (REF: Quality of Education) Mr Smith informed that lesson monitoring and further training has been undertaken by staff. Mr Smith informed that attendance is rising and persistent absence is falling with PP children, though general attendance is falling due to extended leave abroad by families. ○ Mr Voual asked if extended leave is counted as unauthorised. Mr Smith informed yes. ○ Mrs Hewson asked where Sports Premium documentation could be accessed. Mr Smith informed it is available on the website. ○ Mrs Hewson asked about whether children are present at attendance review meetings. Mr Smith informed that only parents are in 	<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> <p>Q</p> <p>Q</p> <p>Q</p>	
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<p>6: Head's Report (Continued 1)</p>	<ul style="list-style-type: none"> ○ Mr Turner asked about frequency of review meetings. Mr Smith informed that they occur every 6 weeks. EWO becomes involved at 75% attendance, at which point legal process is begun. ○ Mrs Hewson asked about safeguarding implications of extended absence. Mr Smith informed yes, he has spoken to LA about each. Parents are required to maintain email contact throughout. ○ Mr Smith informed that school has 50 first choices and 30+ for September. ○ Mr Smith informed of Governor observations of OPAL in action. Second OPAL development meeting was held in December. ○ (REF: Safeguarding) Mr Smith informed of children allocated a social worker and progress with these. ○ (REF: Health & Safety) Mr Smith informed that fencing is being replaced, leading to almost all boundaries being covered by improved fencing. Mr Smith informed that EV chargers are also being installed. ○ Mr Voual asked how many BEVs are owned/ used by staff. Mr Smith informed that 3 members of staff have BEVs currently. Installation is required due to upcoming changes in vehicles. ○ Mr Voual asked about costs of charging. Mr Smith informed that currently there will be no provision for charging staff but it may be introduced in future. ○ (REF: Leadership & Management) Mr Smith informed that caretaker Andrew Walker has returned from health leave. Staff are still being searched for lunchtime supervisor roles. No other vacancies currently. ○ Mr Smith informed that school capacity will be increased in next 3-6 years due to new housing developments, becoming 2-form entry. ○ Mr Christie remarked that other housing development proposals in area would bring total housed up to above 500 from 350 agreed on. Mr Smith informed that only 350 houses at Cope Park have been agreed currently. ○ Mrs Hewson remarked that when Hortham village was built, the impression was given that no further major development would occur. Mr Smith informed that traffic survey has already been conducted to assess capacity for the area. ○ Mrs Hewson asked about potential installation of nursery with 2-form entry. Mr Smith informed yes as it would be a strong asset to the school for a number of reasons. 	<p>Q</p> <p>Q</p> <p>Q</p> <p>Q</p> <p>Q</p>	
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<p>6: Head's Report (Continued 2)</p>	<ul style="list-style-type: none"> ○ Mrs Thomas asked if entrance to pre-school would guarantee entrance into school later on. Mr Smith informed no. ○ Rev Kanagaratnam asked if pupil numbers will be affected by developments at Easter Compton. Mr Smith informed yes, some children would come to Almondsbury from there. ○ Mr Turner remarked that traffic will be significant issue, and remarked that ideas regarding management could be provided by governors. ○ Mr Christie informed that parish comments have mentioned traffic a number of times, and whether adjacent land to school would be used. Mr Smith informed that LA doesn't build drop-off points anymore due to being ineffective on traffic management. ○ Mr Turner remarked that proposals will be discussed in future meetings. 	<p>Q</p> <p>Q</p> <p>Q</p>	
<p>7: FSP Report</p>	<ul style="list-style-type: none"> ○ Mr Voual requested comments/questions on FSP policies. ○ Mrs Hewson asked about how benchmarking can be compared to other schools in local area. Mr Smith informed that this information can be accessed on website. ○ Mr Christie asked about financial limits on school credit card. Mr Smith informed that there is a limit and that any spend over £300 requires further authorisation. ○ Mrs Thomas requested financial procedures policy for review. PoA – Mr Smith will email to all governors. ○ Mr Turner asked how suitability of different expenditures is determined. Mr Smith informed that different expenditures are dependent on a number of factors but that information presented in FSP provide reference for whether expenditures are reasonably higher or lower. 	<p>Q</p> <p>Q</p> <p>PoA</p> <p>Q</p>	<p>Mr Smith to email Financial Procedures Policy to Governors for review.</p>
<p>8: S&C Report</p>	<ul style="list-style-type: none"> ○ Mr Smith read report from Mr Boscolo. Mr Smith informed that Maths presentation showed passion for subject across school, with strong focus on declarative knowledge, strengthening skill in EYFS. Data has been reviewed to identify areas where children struggle. ○ Mr Smith informed that SEND LA and National averages are in line with the school average. School is well prepared for supporting incoming and outgoing pupils. ○ Mr Smith informed that policies for review were approved by S&C committee. 		

<p>9: Policies to Review & Approve</p>	<ul style="list-style-type: none"> ○ POLICIES FOR REVIEW/APPROVAL : Physical / More Able / Learning & Teaching ○ Mr Smith asked for comments/questions on policies. ○ Mrs Mylrea remarked positively on More Able policy. Mr Smith informed that GDS children are well supported throughout their school journey. ○ Mr Turner requested approval of policies. Mr Voual proposed, Mr Turner seconded. Policies approved. 		
<p>10: Feedback from Almondsbury/St Peter's Partnership Steering Group</p>	<ul style="list-style-type: none"> ○ Feedback will be discussed at future meetings after upcoming meetings. 		
<p>11: AoB</p>	<ul style="list-style-type: none"> ○ Mr Christie asked if school has policies in place to manage children being taken out of school for home schooling. Mr Smith informed that policies are in place to investigate those children who are known to not be in school to ensure educational support. No children have gone on to be home-schooled from Almondsbury in last 9 years. Mechanisms are in place with LA should this occur. Flexi schooling is not supported. ○ Mrs Hewson remarked that policies are in place but unfortunately, lack of communication can lead to failures of the system. Mr Smith agreed with this. ○ Mr Turner requested details on children out of school for extended leave. Mr Smith informed that children are kept in regular contact. Children are also being given resources and private tutoring as part of their leave. LA is also communicated with regularly. ○ Rev Kanagaratnam asked about reasoning for leave. Mr Smith informed that sabbatical was available to parents, which they took. ○ Mrs Hewson remarked that it will be difficult for children returning to then do SATs. ○ Mrs Bailey-Gard asked if INSET days are being staggered away from holidays to improve attendance as other schools in area are doing so. Mr Smith informed that it is done so when possible, depending on availability for external staff for training, among other reasons. ○ Mr Turner asked about any data outcomes regarding changes in reception structure. Mr Smith informed that EYFS team will present their findings at next S&C committee. ○ Mr Marshall Evans informed of GovernorHub updates and requested that governors register if they haven't already done so. Any suggestions on documentation to be added can be emailed to Mr Marshall Evans. Mr Marshall Evans to send out email detailing new options. 	<p>Q</p> <p>Q</p> <p>Q</p> <p>Q</p> <p>PoA</p> <p>PoA</p>	<p>Governors to register for GovernorHub if not done so already.</p> <p>Mr Marshall Evans to email Governors about GovernorHub updates.</p>

12: Date of Next Meeting	○ Next FGB meeting to take place on 06.05.25 at 16:00.		
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