



‘Show me your way, Lord teach me your paths’ - Psalm 25:4

Minutes of the Full Governing Body meeting held on Tuesday 23 September 2025 at 16:00.

Present at Meeting:

NAME	Abrv.	DESIGNATION	Present	NAME	Abrv.	DESIGNATION	Present
Mrs Katie Goode	KG	Associate	✓	Mr Mick Lugg	ML	Foundation	✓
Mr Tim Dean	TD	Associate	✓	Mrs Sue Hewson	SH	Foundation	✓
Mr Ian Christie	IC	Co-opted	✓	Mr Paul Smith	PS	Executive Headteacher	✓
Mr Marco Boscolo	MB	Parent Elected	✓	Mrs Rachel Mylrea	RM	Parent Elected	A
Rev Anjali Karaganatnam	AK	Foundation	✓	Mrs Sue Wright	SW	Co-opted	✓
Mr Samuel Turner	ST	Parent elected (Chair)	✓	Mrs Sam Bailey - Gard	SBG	Parent Elected	✓
Mrs Lauren Lansdown	LL	Staff Governor	✓	Vacancy		LA Appointed	
Vacancy		Co-opted		Vacancy		Parent Elected	
Thelma Maslen	TH	Clerk to Governors	A				

Fay Crompton – observer in lieu of being appointed as Co-opted governor.

Apologies: Rachel Mylrea

PoA – Point of Action

Pol – Point of Interest

PoN – Point of Note

Q - Question

Item	Details	PoA Pol PoN Q	Action
1) Welcome	Paul Smith welcomed the governors to the meeting.		
2) Opening Prayer	Rev Karaganatnam led the governors in prayer.		
3) Apologies	Apologies were received from Rachel Mylrea.		
4) Appointment of Chair and Vice Chair	<p>Nominations were received for the position of Chair – Mr Sam Turner – Sam Turner was elected as the chair for this academic year.</p> <p>Vice chair – Marco Boscolo was nominated for the role of vice- chair and elected by the governing body.</p> <p>Clerk – we interviewed Thelma Maslen who is an experienced clerk and has agreed to join us at the FGB meetings and S&C meetings from October 2025.</p> <p>Parent governor nominations received just one so PS will contact to invite them to join and send the information to Governor Services</p> <p>Co-opted vacance – Fay Crompton has expressed interested previously and joined as an observer for this meeting. FGB agreed to Fay joining the governing body. Governors services to be informed.</p>		<p>PS to contact Governor Services to inform them on the new governors joining and will update the GIAS for the DFE.</p> <p>PS to update the governors list for business interests and dates of services, etc and update in the website.</p>

5) Declaration of interests.	Requested that the governors declare any interests. No interests were declared. Governors completed and signed the annual pecuniary interests declaration form.		No interests declared
6) Governors code of conduct	The updated NGA Governors code of Conduct was reviewed and adopted. Proposed by IC and seconded by ML.		
7) Minutes of Previous Meeting	<p>ST requested any comments on minutes of previous meeting. No comments were received.</p> <p>ST requested approval of minutes. proposed, seconded. The minutes of FGB meeting 8 July 2025 are approved. Proposed MB and seconded ST</p> <p>Matters arising</p> <p>Mr Smith/Mr Turner/new clerk to ensure that SEND funding is on future agendas - to be included from November 2025</p> <p>Mr Smith/Mr Turner/new clerk to schedule a slot in each FGB for link governor presentations – to be included from November 2025</p> <p>All to provide Mrs Bailey-Gard with their mobile numbers for inclusion in the what's app group</p> <p>Mr Smith to circulate the dates for next year after the meeting – these were sent out with the agenda for this meeting</p>		The minutes of the previous meeting were approved actions are included at the end of the minutes.
8) Head's Report	<p>PS went through his report – main aspects highlighted: Assessment summary – details in document. Attainment and progress for all year groups available in Excel document contained in zip file. Anything above 85% is secure for Y1 – current Y2s are a very strong cohort for academic attainment with an average of 90% plus. Lower in Y2 (now Y3) linked to needs of year group. Progress was good in lower KS2 – reading and writing was really strong with slightly lower in Y3. Y5, current Y6 – better with mathematics, strong with writing. Pleased with attainment and progress across the board. EYFS 83% overall, 100% for reading. 15% above national progress for writing. Y2 data – matched writing and exceeded in mathematics. Slightly below in reading (linked to new pupils joining). Y6 up to 49% GDS. Writing was more than double the national average for GDS.</p> <p>Q - SH – can you explain the situation with the unseen mark schemes?</p> <p>A- PS – explained this system.</p> <p>Phonics 98% - only one child did not meet the threshold. Multiplication check – 23.1. At least two full marks above national average.</p> <p>Targets set for this academic year – see document. Strong cohort in Y2 this year. Current cohort of Y6 is not as strong as last year in terms of GDS but targeting them with high expectations.</p> <p>Q - ST – how are the targets set?</p> <p>A - PS – explanation of how this links the EYFS outcomes and leads into following key stages. GDS is decided for Y6 by outcomes from Y2. These are then adjusted if needed due to any circumstantial factors as needed.</p> <p>Q - ST – do the targets guide how teaching is delivered?</p>		

A - PS – these may be used to inform interventions if children are falling behind their target.

Q - MB – targets were not met for SEN and FSM in Y2. Why is there this discrepancy?

A - PS – explanation of movement within year group that accounts for it. Also spoke about ambitious targets that we set – some children were close to these, but we have to be honest with our assessments, so children aren't set up for failure.

SEND - 12 EHCPs with new Reception and 5 going through the process and 2 more ready to be requested. By Christmas we should be up to 17 with more to come. 5.5% with EHCPs in school so should activate additional funding. This funding is minimal and has recently been reduced despite the emphasis on this in the new Ofsted toolkit. Interviewed today for the vacancy in years 3 and 4 (also 1 and 2) and appointed so this new staff member will start shortly.

Q - SH – are we above the national average for SEND?

A - PS – just above the national average of 5%, although this will increase.

We need to relook at provision when the new EHCPs are granted and staffing / funding for this.

Q - SH – what is the virtual school teacher?

A - PS – explained that this is for Looked After children – a representative who attends all meetings etc for each child.

Curriculum – now bought ELS spelling program for KS2 so this is now consistent across the school, following on from phonics with the same scheme. We'll know by next Friday if we'll be in the control group or not for the White Rose research project for Reception. If in the control group, there will be more training and materials for the EYFS team.

Q - ST – is the control group the group doing the new mathematics project?

A - PS – clarified this was the case.

Q - MB – are staff over-stretched and under-skilled? This sentence is used in the report. What are we doing about this?

A - PS – training and support from SLT. Always available to discuss issues as needed. Wanted everyone to be aware of the position – the only way this underfunding will change is if people write to MPs / LA to request increases.

SH – at SLT meetings, a lot of time and energy is spent discussion how best to support staff. SLT are very aware and take a lot of time to be sensitive in their support and it has been an evident priority.

LL - to add, last year was very challenging and SLT are very approachable and always offer support.

Q - MB – is there a way to track that what you're doing for staff is making a difference? How are you showing the impact?

A - PS / TD – explained regular check-ins and monitoring.

Pupil Premium – old strategy reviewed and new implements (ST to cover this later)
New DfE forms on impact of Sports Premium. This is available on the school website – 5 PDFs for the five areas to be accessed. A new plan will be created from this, building on what we already have in place.

Attendance – see report. Rose from last year and persistent absence was lower, so attendance has improved compared to previous year. Unauthorized absence across all groups and nationally rose due to term-time holidays / children returning for long-term stays to countries of origin. This is linked to a change within our demographic.

Pupil numbers are currently 309. We know one child is going in Y6 and one in Y4 who hasn't returned to school since March – very unique case that is being dealt with by MP. PS shared that one EYFS child is still in India and will defer until January 2026.

OPAL – offer has increased and continues to be successful. First stay and play session with parents at the start of October, led by the OPAL mentor. Y2/3 and Y4/5/6 to follow.

No suspensions for the second half of the year.
Safeguarding training update took place at the start of the year. Two children currently assigned social workers / child in need plans.

Q - IC – do you think the decrease in suspensions links to the measures you've been able to take?

A - PS – explained strategies used for specific children e.g. Mentoring, reduced demand, adapted timetable etc. This will continue this academic year.

Corporate H&S report
Health and Safety audit took place in the summer. PS to send out this report. Graded at a 'High Standard' – anything above 85% on the matrix counts as this. We gained 95%. Further targets / actions have been drawn from this.

Professions development continues across the Bridge.
INSET upcoming along with visit from SCP Vicky Gordon.

SDP / SEF – focus on spelling linked to new scheme, reading fluency, White Rose mathematics introduction for EYFS, new PSHE scheme, preparation for SIAMs, continuing with OPAL behaviour / play and increasing parental engagement.

Budget - £36,000 in deficit. Will be offered an audit by the DfE to see where we can make savings.
 Catering – new provider from 24th November. Breakfast Club and After school Club continues with a new lead.
Q - ST – requested to see SDP document 1a. Are they in a new layout? What is the Education Endowment Foundation? Can you explain this? Is every school using this format?
A - PS – explained that this is research-based format and good practice to use. Explained who the EEF are and projects they have been involved with. A suggested framework for how to develop your school improvement, which we adopted three years ago for our SDP documentation.

KCSIE (Keeping Children safe in Education 2025) all staff have read this – governors to also read and sign at next meeting.

Teachers Pay and Conditions Document – a statutory document from the DfE that doesn’t change, aside from the section on pay awards. Just one change this year – TLRs. This is agreed by the unions, but we have to adopt it. Proposed by SW, seconded by SBG.

9) Policies to Review & Approve

POLICIES UNDER REVIEW:

- Attendance Policy
- Confidentiality Policy
- Safeguarding Policy
- Child Protection Policy
- Whistleblowing Policy
- Complaints Policy
- Freedom of Information Policy
- Wellbeing Policy for both staff and Pupils
- Pay Policy

Policies to be ratified from H&S audit.

- First Aid Needs Assessment
- DES Policy
- Infection Control Policy

The above policies have been reviewed in the relevant committees. Questions arising from the policies:
MB – check regarding the First Aid Needs Assessment document to be updated for the paed's first aid to the next training date of July 2028. This has been updated.

PS requested approval of policies. ST proposed, ML seconded. The policies were approved.

The policies were approved

10) Committees 2025/26

The membership of the different committees was approved for 2025/26

Standards and Curriculum	Finance, Staffing and Premises	Foundation Committee
Samuel Turner	Sue Wright (Chair)	(Chair)
Paul Smith	Paul Smith	Paul Smith
Tim Dean/Katie Goode	Lauren Lansdown	Sue Hewson

Ian Christie	Mick Lugg	Mick Lugg
Sue Hewson	Sam Turner	Rev Anjali Kanagaratnam
Marco Boscolo (Chair)	Rachel Mylea	
Rev Anjali Kanagaratnam	Sam Bailey Gard	
Chris O'Grady	Fay Crompton	

Standing Committee	Pay Committee	Appraisal of HT
Sam Turner	Sam Turner	Sue Hewson
Sue Hewson	Sue Hewson	Sam Turner
Marco Boscolo/Sue Wright	Sue Wright	Mike Ormond (St Peter's)

Appeals Panel	Partnership Steering Group	Bridge Steering Group rep
Plus 2 others to be convened if and when needed	Sue Wright	Sue Wright
	Sue Hewson	

11) Link responsibilities 2025/26
Report from link governor

Link responsibilities are as on the attached documents.

ST report back to governors regarding meeting with PP meeting with TD.

ST shared the overarching information about PP eligibility and the expectations of the school's PP strategy, which changes every three years. Funding is provided for the PP pupils to attempt to close the attainment gap. Almondsbury has 6.1% of eligible pupils. Attendance is a key priority for this group of pupils – various reasons for this with support, attainment also show gaps between those PP and non-PP pupils. Reading is a strength of attainment writing is lower. Research suggests that schools need to do fewer things better than trying to do everything. TD shared the new strategy especially with mastery of learning, extending those in greater depth, use of teaching assistants and meta-cognition approaches to reduce cognitive load and focus on small step learning to become proficient in one area before moving on and deepening understanding. TD shared some of the aspects including meta-cognition and reflection of pupils of their selves and others. Next steps were shared form the documents.

Link responsibilities list has been attached to the minutes when sent out.
Report from ST on PP strategy is attached and sent out with minutes.

12) Chair's Report

ST shared his report which focused on finances of the school which was in deficit – ST went through the SWOT analysis as a result of this deficit budget. Increased costs of experience staff and more SEND pupils with less funding.

ST asked for ideas for the fund-raising including use of the premise with extracurricular clubs.

SBG suggested asking parents for voluntary contributions for the year as a charity donation.

Discussion amongst the governors regarding the state of funding for SG schools and Almondsbury in particular is one of the lowest in the country.

ST shared the information about SEND, pupil class dynamics, staffing and focus on core curriculum.

LL shared the process of the writing curriculum.

5.45pm KG left the meeting

Chair's report shared with minutes.

13) Governors Fund	ST requested for all governors to support the governors fund for gift for the year in case of leaving and other circumstances. A suggested £10 per governor.		
14) Confirmation of future dates	These dates have been shared with governors		Dates attached to the minutes
15) Reflective question	Reflective Question – ‘Where have we made a difference today? What have we found out and what further questions do we need to ask?’ SBG found out about the PP and the aspects within the strategy. IC enquired about the new White Rose project – this will be shared at S&C meeting in October. FC reflected on her first meeting and praised the school and leaders for an excellent job that is being done with little funding.		
16) AoB	SBG asked about the fund raising for PA and sharing this with parents.		
17) Next Meeting	Meeting closed at 6.03pm Next meeting date is Tuesday 2 December 2025		

Summary of decisions:

No interests were declared.

The minutes of the previous meeting were approved.

Action Checklist

WHO	ACTION	WHEN
PS	Mr Smith/Mr Turner/new clerk to ensure that SEND funding is on future agendas.	Future agendas
PS	Mr Smith/Mr Turner/new clerk to schedule a slot in each FGB for link governor presentations.	From November 25
All	All to provide Mrs Bailey-Gard with their mobile numbers for inclusion in the whatsapp group	By September 25
PS	Contact Governor Services to inform them on the new governors joining and will update the GIAS for the DFE. Update the governors list for business interests and dates of services, etc and update in the website.	Asap
PS	Send out following documents with minutes (and previous minutes) – Corporate H&S report/action plan, dates for meetings 2025/26, updated Governor links and responsibilities, Chair’s report and PP report.	By 29 September 25

List of Associated Documents

Policies

Attendance Policy
Confidentiality Policy
Safeguarding Policy
Child Protection Policy
Whistleblowing Policy

Complaints Policy
Freedom of Information Policy
Wellbeing Policy for both staff and pupils
First Aid Needs Assessment
DES Policy
Infection Control Policy
Pay Policy

Other documents

Outcomes for EYFS/Phonics 2025
Outcomes for Year 6 2025
Attainment and progress for 2024/25
Governor link responsibilities
Governors' Code of Conduct
FGB minutes 08072025
School teachers pay and conditions document 2025.
Terms of reference for committees – FSP, Standards and Curriculum, Foundation
SEF September 2025
H&S Corporate report