



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

**Minutes of the Full Governing Body meeting held on Tuesday 02 December 2025 at 16:00.**

**Present at Meeting:**

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

**PoA – Point of Action**

**PoI – Point of Interest**

**PoN – Point of Note**

**Q - Question**

Item	Details	PoA PoI PoN Q	Action
<b>1) Welcome</b>	Sam Turner welcomed the governors to the meeting and new Clerk, Thelma Maslen, and New Parent Governor Chris O’Grady.		
<b>2) Opening Prayer</b>	Mrs Sue Hewson led the governors in prayer.		
<b>3) Apologies</b>	Apologies were received from Marco Boscolo and Rev Anjali Karaganatnam.		
<b>4) Declaration of interests.</b>	Requested that the governors declare any interests.		No interests declared
<b>5) Minutes of Previous Meeting 23rd September 2025</b>	It was proposed that the minutes were approved as a true record of the meeting. Actions from previous meeting: <ul style="list-style-type: none"> <li>SEND funding included in Heads report.</li> <li>Governors agreed the WhatsApp group would be non-teacher.</li> <li>All governors’ details have been updated on GIAS for the DFE and Governor Services.</li> <li>PS sent out documents detailed in last action point.</li> </ul>		<b>Decision:</b> The minutes of the previous meeting were approved actions are included at the end of the minutes.
<b>6) Head’s Report</b>	The Heads report is following the new Ofsted toolkit format with the 8 sections of the toolkit linked to what will be focused on any inspection and also graded. PS gave a summary of his report: <b>Safeguarding</b> <ul style="list-style-type: none"> <li>All Safeguarding procedures are in place.</li> <li>The SCR is up to date and has been checked by PS, Katie Goode/Tim Dean and Sue Hewson.</li> <li>All actions and concerns are recorded onto CPOMS and actions taken either through contact to ART (SG Social Care team) or parents contacts.</li> </ul>		

- Two pupils were on a Child in Need plan but has been stepped up to Child Protection due to recent events. The other two pupils are Children who are Looked After and so automatically have social care involvement.
- All CPOMs are monitored by TD on a monthly basis. All incident and patterns are reviewed and instigate any actions which need to be taken.
- The annual safeguarding report was issued to governors which gives information of relevant staff training (external and internal). The next external training will be held on morning of February the 23rd 2026. Full details on report.

**Q: Within CPOMs for safeguarding, as a group is there a way we could see what has been recorded and see the trends for individual children?**

A: An anonymised bar chart will be prepared and brought to the next meeting.

### Achievement

There have been no updates on achievement since information was shared at the end of the summer term. PS has identified the different year groups and pupil groups that will be a focus this year.

Year group/subject	Reading	Writing	Mathematics
Year 1			
Year 2			
Year 3	FSM/SEN	FSM/SEN	FSM/SEN
Year 4			EAL
Year 5	EAL/BME	EAL/BME	EAL/BME
Year 6	SEN		

You can see that there are few groups identified. Mainly EAL and disadvantaged pupils in particular year groups. Many of the groups contain small numbers and there are cross overs in each group ie between EAL/BME and FSM/SEN. These pupils were highlighted in the pupil progress meetings that took place in October with class teachers.

Targets for 2025/26 are based on teacher assessments as these pupils have not participated in national assessments previously.

The IDSR has been published. Overall on the IDSR (Inspection Data Summary Report) we score very well on achievement over a three-year period with many of the areas in the above national or close to national over a one and three-year period. This is a real success of the school and strength from the high-quality curriculum and teaching provided across all year groups.

**Q: When it is published, who receives this document?**

A: The school receives the document and is available to be viewed by Ofsted when they carry out an inspection.

**Q: Why do you think the early years when they joined baseline has been lower than national?**

A: It fluctuates depending on the cohorts. If the current year1s were on average, the current year2s and year3s were below. They catch-up to get the outcomes in EYFS which are this time 20% higher than national.

### Inclusion

Details below of current numbers

Stage on code of practice	Number of pupils
School Support	31
EHCP	15 (with 4 pending)
Cause for concern	10

The number of pupils with high-level Special Educational Needs at Almondsbury CE VC Primary School continues to rise. We currently have 15 pupils with Education, Health and Care Plans (EHCPs): 2 in EYFS, 2 in Year 2, 3 in Year 3, 1 in Year 4, 5 in Year 5, and 2 in Year 6. Two of these EHCPs have been finalised since September 2025 and awarded Band 2 (£2,227) and Band 3 (£5,350). In addition, four EHCP needs assessment requests are at varying stages, and the school should be notified these applications by February half term. This would make 19 EHCPs which is 1.7% times the National Average.

Funding allocations continue to be a significant challenge to us at Almondsbury, as we believe that the Local Authority's banding levels often do not enable the level of financial support we feel is required to meet the individual pupil needs within a mainstream setting.

**Q: Will there be a point when the school is no longer sustainable and the school cannot take on any more children with complex needs?**

A: Yes, we have argued this point with the LA and the school challenged has been ignored. ST/PS have requested a meeting with the Local Authority regarding the saturation point we are getting to.

**Q: Do we have to accept children if the school is full?**

A: Yes, we can breach numbers in KS1 which we have previously done before. It is a challenge for the school who are doing their utmost with the current situation.

**Q: Are you aware of other schools who are in the same position as Almondsbury?**

A: No, there are several schools who are at this point with horrendous deficits budget due to providing for children.

### **Disadvantaged**

The Pupil Premium strategy has been rewritten for the next three years. The main pupil premium support will continue to include whole class support with some children having small group or 1:1 support.

The PP strategic plan continues to address the key issues of attendance, progress and attainment. This will be developed through trying to raise parental engagement, a use of a mastery approach and the development of the children's metacognition and self-regulation.

Last year the progress was good across reading, writing and maths but the attainment shows there are some pupil premium children who still have gaps between their attainment and their peers and this needs to be targeted.

The funding will continue to be used to pay for in class support for these pupils with some targeted interventions in place to ensure gaps in learning are addressed.

Attendance remains our biggest area of concern for disadvantaged pupils as this group is the lowest of all attendance across the school.

As part of our parental engagement strategies from our SDP we have identified some areas for development and improvement. On the IDSR (Inspection Data Summary Report) this is the one area of below national average and red on the whole document. An engagement questionnaire was sent out to parents and the school received 8 responses out of 239 families.

### **Curriculum & Teaching**

Monitoring has taken place through drop ins by members of SLT to check in on learning and teaching. Standards remain the same as they always have and the level of engagement in lessons is high. The professional growth observations are planned for the last week of this term and first week of next. Annual visit from Vicky Gordon taking place on Monday 29 September. The focus for the visit was mathematics and SDP targets. Here is the feedback from her

#### Strengths

- Outcomes are very strong across the school in terms of mathematics
- secure subject knowledge of teachers
- very secure curriculum in practice – teachers know what, when, how why to teach due to the granular nature of the curriculum
- clarity of pedagogy across the school
- adaptations made are supporting all pupils in their learning
- pupils understand and apply vocabulary (Tier 2&3) and in context use technical language very well.
- pupils recall of knowledge is strong
- clear implementation plan – strong leadership and all staff adhering to the structure with fidelity – clarity of approach is evident.
- use of adult support, resources and modelling of learning is secure and provides pupils with excellent scaffolds for learning
- positive changes in EYFS where children already know the purpose of number and learning about this
- leaders have a clear understanding of the strengths and areas for development within mathematics and focused on the next steps.

#### Next steps

- securing impact of next steps on focusing on swifter movement and use of assessment in I do/we do' sections of the lessons to further support small steps learning and then moving onto problem solving and reasoning.
- Re-look at flashback fours and moving through this swifter especially for more able pupils.

**Early Years** are using the White Rose Training and continuing with the problem solving and looking to secure the children's understanding in number, shape and measure.

We are a Priority 3, which means we are a strong school who are able to share our expertise widely.

**EYFS** More people visited the school than last year for the reception school tours. Applications close on the 15<sup>th</sup> January 2026.

**Q:** There seems to be quite a lot of need within this cohort, is there anything as Governors we can do to support?

**A:** PS noted the Early Years Team for the Local Authority has attended school to look at particular children and it was noted the school had one the highest needs in the Local authority in terms of the reception intake. Additional support has been put in place, and this will need to be viewed if more EHCPs join reception.

### **Phonics and Moderation**

Moderation was carried out on the 1<sup>st</sup> December which was very positive and good to get together with other schools. KS2 objectives were reviewed to see the journey of year 5 and 6. PS noted the new spelling programme is going really well and the implementation of revising 3 times a week is very strong. The trial research is working along side this monitoring and the mentor associated with this will be visiting the school tomorrow to review project and offer more training.

### **Attendance**

Our attendance target for the year is 96.0%. All attendance is better than previous year overall. Although the school had 35 children away last week with illness. We are within the top 30% of schools nationally for our attendance. Our persistent absence has decreased surprisingly despite so many families being fined for term time holiday absences and six families taking longer than usual time away from school to visit family in different countries. This means we are in the top 15% of school for lowest persistent absence, which is positive.

**Q:** Are you aware of other schools whose attendance is poor?

**A:** Yes, there are many below us in these terms. Those parents who's child attendance is below 80% will be having meetings with the Head next Friday.

### **Behaviour**

Behaviour of the children remains excellent for the vast majority of pupils. We record all incidents on CPOMS linked to behaviour as well as wellbeing. These incidents are always followed up with parents and the pupils in terms of reflection time.

### **OPAL (Outdoor Play and Learning)**

Our first OPAL Stay and Play was a success, with over 50 parents from across Reception and Year 1 joining us despite the awful weather! A presentation was given by our OPAL mentor on the importance of play in school, then parents joined their children in an extended playtime where they could explore all of the different play zones that we have on offer. Feedback was incredibly positive, with one parent telling us they 'now know why their child loves coming to school!' We were also recognised in the OPAL community for this event, with our mentor dedicated a post of the 'Inspiring Grounds' forum, linked to our conker pit.

### **Suspensions and Exclusions**

There were no suspensions/exclusion during Term 1 and start of term 2 for pupils. This is positive in terms of the strategies being employed to support particular pupils are working well.

### **Personal development and wellbeing**

The general ethos of the school remains very good with the children discussing the Values for Life in Collective Worship. This term we are focussing on 'Compassion' this term; Tolerance in British Values and 'Too much selfie isn't healthy in PSHE (Heartsmart).

The school has been attending Church regularly and will be having an end of term service.

We are providing mentoring to three pupils from Signature Sports on a weekly basis through the cluster funding. This is to support social anxiety for the pupils. This is helping the pupils to engage more effectively in social situations, learning and discussions about their own feelings. ELSA sessions are being held for pupils as well as Drawing and Talking Therapy for specific pupils with SEMH issues. We have increased capacity for ELSA now with two trained members of staff.

### **Health and Safety**

An H&S inspection from Mick Lugg was carried out last week. He will follow up on any issues from prior visits and check against the H&S audits carried out in the summer.

### **Leadership and governance**

<p><b>SEF</b> – The SEF has been updated for this academic year. PS has aligned this to the new Ofsted toolkit. PS has attached this to the papers for this meeting. PS apologised for cancelling the learning walk due to lack of staff to support the governors visit. New date to be arranged.</p> <p><b>SDP</b> – The SDP was reviewed at the end of Term 6 and the overview can be seen below. A copy of the full document will be sent with the report for the meeting. The new SDP for this academic year has been written and this has also been distributed to all governors. These are the main aspects for this year’s SDP (with the key people leading)</p> <p><u>Recruitment</u></p> <ul style="list-style-type: none"> <li>• PS noted the school I still looking to replace a cleaner for the school.</li> <li>• PS is currently covering breakfast club till the end of term2. A member of staff will be taking over the role from January 2026.</li> <li>• School is still looking for a new play leader.</li> </ul> <p><b>Catering</b> – New provider (Innovate) started on 24<sup>th</sup> November and thy have been very supportive and hands on from day1. New menus have been issued to parents and numbers remain high. Positive feedback has been received from pupils and staff.</p>		
<p><b>7) Policies to Review &amp; Approve</b>  <b>Anti-bullying Policy</b>  <b>Creative Arts Policy</b>  <b>Homework Policy</b>  <b>Play Policy</b>  <b>RE Policy</b>  (Policy to be changed to: World Religion &amp; World Viewed Education)  <b>Policies to have ratification after approval at committees:</b>  <b>H&amp;S policy suite including Fire Risk Assessment, Working at Height, Lone Working Policy and Risk assessments and Security Risk Assessment</b>  <b>PS requested approval of policies. ML proposed, RM seconded. The policies were approved.</b></p> <p>The above policies have been reviewed in the relevant committees. Questions arising from the policies:  <b>Q: Is it difficult to enforce the anti-bullying policy?</b>  A: We have had no reports of bullying.  <b>Q: What happens if the homework is not being done, is this detailed in the Home work?</b>  A: School can advise, we cannot enforce this; eg for children who do not complete their guided reading or do not read at home, the school supports these pupils with additional reading with an adult.  <b>Q: Are parents told enough if they are not supporting their child?</b>  A: Discussions are held through parents’ evenings.  <b>Q: Are the toasters incorporated into the H&amp;S risk assessment?</b>  A: A separate risk assessment Is completed for school toasters.</p>		<p><b>Decisions:</b> The policies were approved &amp; ratified by the FGB.</p>
<p><b>8) Committees 2025/26</b>  <u>Finance, Staffing and Premises Report</u>  <b>Finance Budget 2025 – 26</b>  The revised budget has been set with a reduced deficit to £19k and the recovery budget completed. This is vastly improved from the initial budget set of £72k. This was approved by the FSP and now sent to the LA through email consent and approval by all governors. PS have attached papers for the meeting for governor’s information.  We have been offered the scrutiny of the DFE for financial reasons as part of the LA’s drive for all schools in deficit. I have outlined the reasons for our deficit and they are satisfied at the moment but we may be in the next round.  Solar panels are due to be installed in school.  <b>Pay Decision:</b> 4 members of staff pay scales were reviewed for increases and approved.</p>		<p><b>Decisions:</b> Revised Budget and recovery budget ratified &amp; approved by the FGB.</p>
<p><b>9) Standards &amp; Curriculum Report</b>  Sue Hewson read through Marco Boscolo S&amp;C report in his absence.</p>		<p>S&amp;C Minutes on Governor Hub</p>
<p><b>10) Chair’s Report - Governors Objectives</b>  ST noted there seems to be a lot of stress with the increase of staff sickness this is leading to the Head having to cover Reception, breakfast club, play leader role and TA role. ST noted PS and other members of staff covering roles is an additional stress.  Governor noted this term has been long and recruiting supply staff is hard as currently in short supply.</p>		<p>Chair’s report shared with minutes.</p>

<p>ST noted on behalf of the governing body, we would like to give our appreciation on the work, flexibility and support provided by the Head Teacher and all his staff. Staff surveys are anonymous and responses have been honest. Staff Wellbeing – All staff lookout for each other and PS/KG/TD carry out check-ins to make sure staff are ok.</p> <p><u>Complaints</u> ST noted there are 2 ongoing complaints, one for a bullying allegation 2years ago, the child is no longer at the school. The complaint has moved form stage1 to stage2 where a panel needs to be formed. The other complaint was logged last week regarding a SEND child provision at the school.</p> <p>PS noted there are 31 children with school support and 19 EHCPs ST: Lobbying the local MP and formulating a letter which will be sent out to governors to add their comments.</p>	<p>PoA</p> <p>PoA</p>	<p>ST request a new staff survey to be sent out in Term 3.</p> <p>ST to draft a letter to local MP</p>
<p><b>11) Governor Training</b> <u>Governor Training and Reports</u> Please upload training of training completed and complete and forward reports to Clerk. SH advised she will be attending SEND training on the 3<sup>rd</sup> December and SIAMs training on the 10<sup>th</sup> December.</p> <p><u>Governors Roles and Responsibilities</u> ST would like governors to present their visits to governors at FGB meetings.</p> <p>Governor Skills Audit – This will be circulated in Term 3. Discuss future training requirements for governing body.</p>	<p>PoA</p> <p>PoA</p> <p>PoA</p>	<p>All Governors</p> <p>Link Governors to attend school more often</p> <p>All Governors to complete</p>
<p><b>12) Governor Training (LL/TD/KG left the meeting 5.30pm)</b> PS carried out Safeguarding training with Governors during the FGB Meeting. Information documents and slides were distributed prior to the meeting. Governors can review documents as and when required.</p>	<p>PoN</p>	<p>Information on Governor Hub</p>
<p><b>13) AoB</b> SBG noted a parent asked about the fund raising with Tosco's. PS advised this needs to go through the PA (Claire Jarvis) and PS will be sharing this with parents.</p>	<p>PoI</p>	<p>SBG/PS will make sure this parent is linked up with the PA</p>
<p><b>14) Next Meeting</b> Meeting closed at 6.00pm Next meeting date is <b>Tuesday 24<sup>th</sup> February 2026</b></p>		

**Summary of decisions:**

No interests were declared.

The minutes of the previous meeting were approved.

**Action Checklist**

WHO	ACTION	WHEN
PS	ST requested a new staff survey to be sent out in Term 3.	Term 3
PS	Governor Skills Audit – This will be circulated and completed by Term 3.	Next mtg Term 3
All	Governors to upload training completed and forward reports to Clerk.	By Term 3
ST	ST: Lobbying the local MP and formulating a letter which will be sent out to governors to add their comments.	Asap
SBG/ PS	Will make sure relevant parent is linked up with the PA for fund raising for the school	Asap