



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

Minutes of the Full Governing Body meeting held on Tuesday 24 February 2026 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	FC	Co-opted	AP				

PoA – Point of Action

Pol – Point of Interest

PoN – Point of Note

Q - Question

Item	Details	PoA Pol PoN Q	Action
1) Welcome Sam Turner welcomed the governors to the meeting and new Clerk, Thelma Maslen, and New Parent Governor Chris O'Grady.			
2) Opening Prayer Rev Anjali Karaganatnam led the governors in prayer.			
3) Apologies Apologies were received from governors, listed in above table.			
4) Declaration of interests. Requested that the governors declare any interests.			No interests declared
5) Minutes of Previous Meeting 2nd December 2025 It was proposed that the minutes were approved as a true record of the meeting. Actions from previous meeting: - PS noted the staff survey was not carried out due to being too soon since the last internal survey. LL noted the internal staff survey was very positive and staff shared views during the February inset day, being communication and reviewing the behaviour policy. TD noted all the comments shared will be analysed and strategies will be put in place to address staff's well-being. - All other actions completed.			Decision: The minutes of the previous meeting were approved actions are included at the end of the minutes.
6) Head's Report – Distributed prior to the meeting. PS advised the majority of the curriculum aspects of Head report has been discussed at the latest S&C meeting. Things to note: Safeguarding The LA safeguarding review, being conducted by Mark Dee, took place on 9 February. This is two-year requirement from the LA. The advisor commented on the secure and robust systems and the many areas of best practice for checking on the wellbeing and personal development of the pupils as well as keeping them safe.			

Staff received the 3-year external safeguarding training at the INSET day on 23 February.

Achievement

The data for the Autumn term shows real progress especially for specific year groups. Highlight focus on SEND is working as this group of pupils have made at least the same if not more progress than their peers across the school. Their attainment is lower as starting points are lower but catching up. This also is similar for disadvantaged (FSM) pupils. There are others that we will have to monitor carefully to ensure that the progress this year increases.

These are the areas for focus

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

S&C Committee discussed the above in depth and looked at the focus groups which are working very well and making great progress.

(NB There are a number of pupils who are SEND/EHCP/disadvantaged and EAL who are very low and far behind their peers but are included in the data set)

EYFS

The EYFS children are making progress from their entry in September against the ELG. The reading (phonics) and mathematics are very strong due to the focus and teaching of foundational knowledge.

Phonics

The children in Year 1 will be undertaking the first practice phonics threshold assessments at the end of this year. Current GPC assessments show that 85% of pupils are on track to achieve the threshold. However, we have a target of 95%.

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

School targets for Year 2 pupils 2025/26

KS1	All pupils Cohort 44	Disadvantaged Pupils 1 pupils	SEN Support 5 pupils	EHCP 1 pupil
-----	----------------------	-------------------------------	----------------------	--------------

•

	EXS+	GDS	EXS+	GDS	EXS+	GDS	EXS+	GDS
Reading	92%	43%	100%	0%	60%	20%	0%	0
Writing	91%	25%	100%	0%	60%	33%	0%	0
Maths	96%	33%	100%	0%	80%	0%	100%	0

School Targets for Year 6 pupils 2025/26

KS2	All pupils Cohort 44		Disadvantaged Pupils 4 Pupils		SEN Support 6 Pupils		EHCP 0 Pupils	
	EXS+	GDS	EXS+	GDS	EXS+	GDS	EXS+	GDS
Reading	86%	32%	75%	0%	66%	17%	0%	0%
Writing	78%	11%	25%	0%	50%	0%	0%	0%
Maths	84%	28%	75%	0%	66%	0%	0%	0%
EGPS	78%	11%	25%	0%	50%	0%	0%	0%

Inclusion

Details below of current numbers

Stage on code of practice	Number of pupils
School Support	37
EHCP	17 (with 3 pending)
Cause for concern	10

The capacity of the SENCo role was increased in September 2025, from 2.5 days to 3 days per week in response to the growing level of need within the school. This increase was quickly justified due to the exponential rise in Education, Health and

Care Plans (EHCPs) at Almondsbury CE VC Primary School. The number of pupils with high-level special educational needs continues to increase.

Since the previous report, the number of pupils with EHCPs has risen from 12 to 17. This number is expected to increase further in the coming weeks following a successful mediation challenge for a Year 1 pupil and a successful EHCP needs assessment request for a Year 2 pupil. We also continue to await a Tribunal panel decision for a Year 4 pupil. EHCPs are distributed across the school; however, there are particular pressures in EYFS and Year 5, where there is a higher concentration of pupils with EHCPs.

Please Note: The Inclusion learning walk is scheduled for next week, Wednesday 18th March at 9am.

SEND Review

The school received a really strong SEND review, which was led by the Cluster. The review was very positive and praising of the schools' inclusive offer and nature of the support and engagement given to pupils and parents. The school should receive the report within the next two weeks.

Disadvantaged

The Pupil Premium strategy is on the website and up and running. 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.

Curriculum & Teaching

There is a clear focus on foundation knowledge developing from EYFS into KS1. The SLT have reviewed books and processes in terms of progression into KS2.

Focus on the RWE (Religion and World Views) alongside spirituality for the SIAMs inspection that we will be expecting next academic year. The RWE team have introduced doors, windows and mirrors. Last term focused on doors, this term on windows and next on mirrors. This is a programme designed to enable pupils to reflect on their own lives and those of others in a spiritual manner.

PS will be having a meeting with Julie Watts, from the Diocese, on the 16th March to discuss the SIAMs inspection for next year.

Attendance

The attendance target for the year is 96.0%.

Attendance is monitored on a fortnightly basis by PS and is currently above national averages for all groups apart from disadvantaged and SEND pupils. The majority of absence issues are with persistent absence (which remains at half of the national average) are linked to long periods of term time holidays, effects of disadvantaged absence due to lack of resilience and engagement from parents and pupils, SEND pupils on agreed part-time timetables (5 pupils including 4 in Reception). We have two parents and pupils on Attendance contracts with the EWO, three others on attendance meetings. Schools persistent absence has decreased to 9.2% due to sickness and families taking term time holiday. Attendance was discussed with SLT as a safeguarding aspect and pacific families were requested to attend attendance meetings for absence/attendance to improve with contracts.

Q:SH: What do the contracts look like?

PS: The contracts talks about the absence, the reasons for the absence, it considers the views of the child and the parent and targets are then put in place.

Q:SH: Do you thing the contracts are working for families?

PS: Yes, it has improved some families using this scheme.

To celebrate, we had 90 pupils who received 100% attendance certificates for the Autumn term.

Behaviour/CPOMs

Behaviour of the children remains strong in lessons and the majority of pupils during unstructured times. We do record everything and anything on CPOMS meaning there have been numerous incidents recorded and actions taken.

Pol

There are specific pupils who are listed more often than others those being in year 6, 5, 4 and 2. However, successes for those who were prolific last year in terms of behavioural incidents have vastly been reduced due to the work of the staff. However, there are several pupils who have increased and are subject to more scrutiny especially in year 4. OPAL (Outdoor Play and Learning) On 20 January Rachel Murray our OPAL mentor and Director of Outdoor Play West Limited, spent the afternoon in school completing our final audit. She spent lunchtime outside with the children watching play and talking to them about playtimes. Following this, she spoke to the OPAL team to check policies, procedures and health and safety. The school were awarded a Platinum Award. The report will follow shortly when we receive it. Early Years The White Rose Maths trial has been a very positive development this year. The twilight training sessions have been both informative and inspiring. Through the gap tasks, we have already begun to adapt classroom provision and teaching approaches, resulting in improved engagement and deeper understanding for the children. Staff absence across reception and KS1 resulting in 3 supply TAs working in the school. SDP Review of the SDP is ongoing. Details on Heads Report. Health and Safety Nothing to report to governors.	
7) Policies to Review & Approve <i>Curriculum</i> <i>Medical Needs</i> <i>Parents as Co-Educators</i> <i>Physical Education (PE)</i> <i>School Uniform</i> <i>Policies to have ratification after approval at committees</i> <i>SFVS</i> <i>Best Value Statement 2026</i> <i>Financial Procedures</i> <i>Purchasing</i> <i>Risk assessment</i> <i>Schedule of Delegation</i> The above policies have been reviewed and Approved by Governors. ML proposed, RM seconded. The above policies have been reviewed in the relevant committees. Questions arising from the policies: Q: Does the school have a school nurse? PS: We have a school nurse via the \NHS Sirona Team. Pupils will have to be referred. Q: IHCP, Individual Health Care Plans? PS: Advised this is to advise all staff all the information regarding the condition of a child, e.g. Epilepsy or EpiPen. Q: Are prescribed Medicines held in the office? PS: Yes, they are held in the School Office with appropriate forms and controlled by the school office. Q: What happens if a child cannot administer medicine to themselves? PS: A member of the office staff would be able to assist or call the child's parent. Q: Are staff trained to use a defibrillator? PS: All staff are trained during first aid training. Q: Are staff trained to use a defibrillator? PS: All staff are trained during first aid training. Q: On physical education the government guidance states 30minutes a day as oppose to the policy which states 2hours a week? PS: 30minutes a day includes the child's playtimes, being physical activity, and PE lessons are 2 hours.	Decisions: All policies were approved & ratified by the FGB.

Q: School Uniforms, it talks about feedback from parents. Governors do not have direct contact with parents? PS: There are parents on the governing board, also if the school required changes with the uniforms the school would issue a parent consultation which would then be brought to governors to discuss/approve.		
8) Finance, Staffing and Premises Report Finance Budget 2025 – 26 - SFVS The FSP committee shared the updates on the finances and the SFVS document. There were not many changes to the document. - The FSP Committee has set a nearly balanced and thought out budget, and gives details where improvements can be made to bring the budget back to budget. - The committee reviewed the bench marking against schools of a similar size and it showed Almondsbury within the middle bracket and spending is within the middle or lower spectrum which indicates the deficit is not due to general overspending and is mostly SEND provision. - The school had a successful fire drill today. Decision: The FGB agreed to ratify the SFVS document during the meeting. Proposed by Sue Wright, seconded by Sam Turner. Catering The catering move has gone well with a few minor issues around the area manager, which are being addressed. The quality and presentation of food has increased. We are starting to enter into the tender process for the next stage of our catering contract. Our current one, due to the level of fund, was only based on a year contract until December 2026. Litmus is supporting and completing all of the tendering work for us. The tender document will be sent to suppliers in May and the bid and final decisions will be made on 24 September 2026. This will involve all Bridge headteachers, SBM/office manager and a representative governor from each school.		Decisions: SFVS approved by the FGB. PS will forward SFVS document to the Local Authority by the end of March.
9) Standards & Curriculum Report ST noted the majority of the curriculum items in the S&C Committee have been covered during the FGB meeting. - S&C committee were concerned a safeguarding concern could arise if the school had too much need (SEND/PP children) and not enough staff. This would be a school responsibility if a concern should arise. ST will be writing a letter to the Local Authority to share the governing body's concerns. - S&C discussed the increase amount of high needs children with EHCPs in EYFS and how it was affecting the structure of the day.		S&C Minutes on Governor Hub
10) SEND Funding EHCP funding remains a significant challenge. The school is required to meet the notional SEN contribution for 17 EHCPs (£102,000), and in many cases the banding allocated does not adequately reflect the level of need. Sam McDowall has successfully challenged the Local Authority to secure increased funding for three EHCPs, as well as challenging funding allocations for pupils joining EYFS with an EHCP.		
11) Chair's Report - Governors Objectives Almondsbury School has the highest number of EHCPs than all the cluster schools in South Glos. Due to the high needs in EYFS and KS1, Sam Turner has written to the Local MP detailing the FGB and School's concerns.		ST to send a letter to the local MP
12) Governor Training <u>Governor Training and Reports</u> SH – Attended provision map training before going through the Action Plan Review. Provision maps – maps all the children's needs, what support is in place and the impact it is providing. How the funding is matched to each child. Staff have had training how to report on the provision maps. SEN Action Plan Review – SH will forward her visit report to Clerk. FC-English Curriculum Visit (ST read visit report in her absence & LL discussed) Please upload training completed and forward reports to Clerk. Visit focused on Targets and achievements, teaching methods, school link with Bridges-small intervention groups for guided reading., ELS, teacher workload/emails & parent engagement. Q:ST: What is Padlet Resource?	PoA PoA	All Link Governors to attend school more often SH to forward visit reports to clerk to upload onto Governor Hub

KG: Padlet is an online resource for brainstorming, sharing ideas, creating digital portfolios, and facilitating classroom discussions and challenges via the teacher. Clerk will place document on governor hub. <u>Governors Roles and Responsibilities</u> Reminder: ST would like governors to arranged school visits and present their visits to governors at FGB meetings. <u>Governor Skills Audit</u> Reminder: Please can governors complete and forward skills audit ASAP <u>Discuss future training requirements for governing body.</u> C/F – Once all skills audits have been completed <u>Term of Office</u> ST term of office is due to expire on the 28th February. ST will complete the forms for the Local Authority position and ST will be an Associate Governor, with voting rights until this position has been approved.	PoA PoN PoA	Document on Governor Hub All Governors All Governors Decisions: Local Authority Role for Sam Turner & provisional Associate Governor role approved by the FGB.
13) Link Governor Presentation 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.	PoN	Information on Governor Hub
14) AoB Reminder: to provide Mrs Bailey-Gard with mobile numbers for inclusion within the 'whats app' group	PoI	SBG/PS will make sure this parent is linked up with the PA
15) Next Meeting Meeting closed at 6.00pm Next meeting date is Tuesday 5th May 2026		

Summary of decisions:

No interests were declared.

The minutes of the previous meeting were approved.

Action Checklist

WHO	ACTION	WHEN
ALL	Governors were reminded to complete the Skills Audit and forward onto the Clerk ASAP.	Asap
SH	Forward SEN Visit Report to Clerk to enable Clerk to upload onto Governor Hub.	Asap