

**Saltford C of E Primary School**  
**Academy Governance Committee Meeting:**  
**22<sup>nd</sup> November 2022, 6.00 – 8.00 pm**  
**Saltford School**  
**Minutes**

<b>MEETING TITLE</b>	<b>Saltford CofE Primary School Academy Governance Committee Meeting</b>
<b>DATE OF MEETING</b>	<b>Tuesday 22<sup>nd</sup> November 2022</b>
<b>MEMBERS PRESENT</b>	Dawn Sage (DS) – Headteacher, Richard Rowland (RR) – Chair, Elizabeth Spincer (ES), Kathryn Hamlen (KH) Vice Chair), Dan Carter (DC), Ian Freemantle (IF), Paul Cummings (PC), Sumayyah Malna (SM), Dani Taylor (DT), Nathan Styles (NS), Tor Manuel (Clerk)
<b>IN ATTENDANCE</b>	
<b>APOLOGIES</b>	Emma King (EK)
<b>DATE OF NEXT MEETING</b>	<b>Tuesday 31<sup>st</sup> January 2023</b>

**Executive Summary:**

- **Governors elected new Chair and Vice Chair to AGC, with proposal to be made to next trust board meeting**
- **An update on Futura/CLT merger was given following Chairs Forum**
- **Governors discussed school dinner discussion raised at recent PVG**
- **Governors were informed of social media discussions around food poisoning claim which was found to be unfounded**
- **AGC pay panel have met**

		<b>Action</b>
<b>1.</b>	<b>Welcome and Apologies – Quorum</b>	<b>Chair</b>
	RR welcomed all to meeting.  Apologies were received ahead of the meeting from EK.  IF opened meeting with a prayer.	
<b>2.</b>	<b>Governance and admin (includes mandatory items to be discussed as advised by central office)</b> <ul style="list-style-type: none"> <li>• <b>Annual declarations</b></li> <li>• <b>Chair Succession planning</b></li> </ul>	<b>Chair</b>
	Governors were asked to read and remind themselves of content within annual declarations when received with notice drawn particularly to code of conduct and social media. It is important to ensure role of AGC members is uphold school policies and to give support to staff and headteacher. Governors were previously informed of chair's intention to step down from role with immediate effect due to work commitments meaning unable to give time and dedication role deserves.	

	<p>It was shared that PC expressed interest in role of chair with DT expressing interest in becoming vice chair to AGC.</p> <p>Following a short discussion AGC members voted unanimously for PC taking on role of Chair to AGC and DT taking on role of vice chair.</p> <p>It was noted that the role of chair would need to be agreed by the Futura Trust board at their next meeting on 16<sup>th</sup> December 2022.</p> <p>The AGC were informed of RR continuing as governor until Easter 2023 with a potential for extension should school need for Ofsted inspection. It was noted this would also act as a handover period for new chair.</p> <p>AGC members gave their thanks to RR for his commitment and also to PC and DT for their interest in the roles.</p> <p>Training          Cyber Security Training – AGC members were reminded to use their school email address for all correspondence.          Safeguarding training – AGC members were reminded to complete KCSIE safeguarding children level 2 course on Ihasco.</p> <p><b>Action: Clerk to check ihasco and course allocated.</b></p> <p>Governors were notified of the value of reading the Futura Leadership bulletin which is shared weekly as there is always information relevant to governors included.</p>	Clerk																				
3.	<b>Minutes of previous meeting and actions arising</b>	<b>Chair</b>																				
	<table border="1" data-bbox="311 1209 1268 1758"> <thead> <tr> <th></th> <th>Action</th> <th>By Whom</th> <th>Meeting Date</th> <th>Due Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>National Cyber training link to be shared with AGC for completion. Governors to inform clerk when completed</td> <td>Clerk</td> <td>04/10/22</td> <td>Urgent</td> </tr> <tr> <td>2</td> <td>Link Governor 2022-23 folder to be created on GVO – <b>completed DS shared new spreadsheet. Govs to look at date of last meeting. Vacancies to look at. Make contact with curriculum linked with and think about gov monitoring. KH will update curriculum guide</b></td> <td>Clerk</td> <td>04/10/22</td> <td>ASAP</td> </tr> <tr> <td>3</td> <td>KH to write to TA team thanking them for their hard work completed. Very much appreciated.</td> <td>KH</td> <td>04/10/22</td> <td>End of t1</td> </tr> </tbody> </table> <p>The Minutes were agreed as true representation of the previous meeting.</p> <p><b>Following the recent school closure for a colleagues funeral, governors asked if any negative feedback had been received?</b></p> <p>Governors were informed that majority response received had been very supportive however school had been asked if could remain open for children of keyworkers, however it was felt this would not be possible due to level of cover</p>		Action	By Whom	Meeting Date	Due Date	1	National Cyber training link to be shared with AGC for completion. Governors to inform clerk when completed	Clerk	04/10/22	Urgent	2	Link Governor 2022-23 folder to be created on GVO – <b>completed DS shared new spreadsheet. Govs to look at date of last meeting. Vacancies to look at. Make contact with curriculum linked with and think about gov monitoring. KH will update curriculum guide</b>	Clerk	04/10/22	ASAP	3	KH to write to TA team thanking them for their hard work completed. Very much appreciated.	KH	04/10/22	End of t1	
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	<p>needed not being able to be provided. Parent was very understanding of response received and gave their support.</p> <p>It was also noted an email had been sent to Chief Executive, sharing their thoughts on the closure due to being self-employed.</p> <p>It was shared with governors that thoughts around providing holiday club provision and inset days were being considered with discussions to be picked up within resources committee.</p> <p>Governors felt this could help with attractiveness for school when parents looking for school places.</p>	
<b>4.</b>	<b>Chair of Governors verbal report including Chairs' Forum</b>	<b>Chair</b>
	<p>Due to work commitments Chairs Forum was attended by vice chair of AGC. The following items were discussed:</p> <ul style="list-style-type: none"> <li>• AGC chairs handbook to be provided by trust.</li> <li>• Previous discussions had taken place around trustees being linked with school AGCs. This is still an aspiration however work on merger with CLT has overtaken this.</li> <li>• Update on proposed CLT/Futura merger was given, with discussions on new ways of working being developed including scheme of delegation for AGCs being reviewed.</li> </ul> <p>There was a discussion on the accounts and spend against reserves and also the financial benefits the merger will bring.</p> <ul style="list-style-type: none"> <li>• Cost of living pay awards was discussed. Teaching staff will receive a percentage with all support staff receiving a flat rate rise of £1925.</li> <li>• Discussions around the opening of Two Rivers.</li> </ul> <p>Governors discussed the selling points and positives of Saltford and agreed to have as dedicated agenda item for further discussion looking at how school can share this along with it's unique identity as a selling point to encourage applications to school.</p> <p><b>Action: Dedicated agenda item on school positives and strengths at next AGC meeting.</b></p>	<b>Clerk</b>
<b>5.</b>	<b>Headteacher's report including:</b> <ul style="list-style-type: none"> <li>• <b>RAV report</b></li> <li>• <b>Merger update</b></li> </ul>	<b>DS</b>
	<p>Headteacher report was shared ahead of meeting with governors informed of a busy start to term 2 with various events including remembrance service, Children in Need and parents evenings.</p> <p>Governors were informed that following a poll parents preferred for parents evenings to return to be in person although the benefits of online meetings were recognised. Thanks was given to staff for their hard work during the busy term.</p> <p><b>Could Parents evenings could be alternated between face to face and online meetings?</b></p> <p>Governors were informed that this will be discussed with staff.</p> <p><b>Was there a difference in uptake with meetings being in person vs online meetings?</b></p> <p>The AGC were notified that the school has a high uptake in parents meetings, with meetings not happening only if the child is unwell.</p>	

	<p>Governors asked whether it was found parents if KS1 preferred virtual meetings due to having younger children. It was shared that more than two thirds of parents attended the meetings and that in person meetings do work better. Discussion had previously taken place around the potential for a crèche and DS to revisit this possibility of Tiddlers holding crèche on these evenings.</p> <p>Governors were updated with a discussion that had taken place at recent PVG meeting. Parent had queried cost of school meals as, after some investigation, had found that this differs across trust schools. HT to discuss at PELT meeting in term 3, as had been informed difficult to have blanket approach across trust as school meal prices were different on joining trust. Governors were informed Saltford had only just recently had the first school meal price increase.</p> <p>Governors were informed of a recent concern in absence at school, with a large number of children being absent due to various reasons, flu, sickness. A parent had contacted Environmental Health following speculation on social media around food poisoning which was quickly proved to be false. The claim was thoroughly investigated it was concluded there was no case to answer to, with EHO to provide wording to share with parents to allay fears. Children have been reminded of the importance of hand hygiene.</p> <p>The new Headteachers report was also shared, many items that would have been included are covered within working party minutes.</p> <p>Governors were informed that there is no update on SIP or SEF this term and will be reviewed next term.</p> <p>Governors mentioned that the narrative within SEF not match grade given and asked if language should be more bold? Achieving outstanding is very subjective as would depend on inspection team members and wouldn't want to show not know school. It was proposed to share Ofsted framework at next meeting for governors.</p> <p>Governors asked about persistent absence – This is due to 3 children on part time timetables, which has an impact on report. This has been agreed with Children missing in Education service as children are having difficulty managing time in school.</p>	DS
6.	<b>SEF &amp; SIP update</b>	DS
	This item was included within discussion in item 5.	
7.	<b>Data and Targets setting</b>	ES
	<p>Targets details shared ahead of meeting. Governors were informed that ambitious targets have been set based on prior attainment, summer assessment results and Fischer Family Trust. School is not allowed to set lower targets than last year.</p> <p>Governors were notified that HT and DHT attended trust data day with the message being if target is achieved was the original target ambitious enough? Schools across the trust are working with Claire Risdale, South Glos.</p> <p>Governors asked if targets set are too ambitious is it setting school/pupils up to fail? It is important not to dwell on negatives and look at positives.</p>	

	<p>The IDSR was shared with governors, and they were directed to KS2 progress and attainment and KS1 attainment and phonics attainment showing scores above national average.</p> <p><b>Governors questioned why writing score was lower than all other categories?</b></p> <p>External moderation was extremely robust which affected scores achieved. It is difficult to achieve Greater Depth in writing. Working with CR is proving extremely helpful with the new writing strategy.</p> <p>Last week's data drop is in the process of being analysed. Initial findings are showing similar patterns to last year, needing to focus on speech and language, phonics, fine motor skills and self-regulation.</p> <p>Governors were informed that pupils achieving expected standard increases as children go through the school, showing that school adds value. Assessment this year has changed, with wide sample of evidence needed to reach target, if evidence of one element is not shown pupil will not achieve EXS. School previously did 'best fit' but has asked all to have this approach in mind. Governors were notified that this could mean outcomes not look as positive as had done previously.</p> <p>Governors were informed that all parents were informed at recent consultation evenings.</p> <p>Governors were informed that it might be difficult for school to achieve targets but hope to be higher this year. Covid is still likely to have an impact on results due to impact on fine motor skills but RWI and Vipes will help towards writing. School has identified writing as an area of focus however last year's moderation has created a steep learning curve for staff who are being more cautious due to complete fit approach being harder to evidence. School is still learning and with more training being received improvements will be seen.</p>	
<b>8.</b>	<b>Curriculum Working Party</b>	<b>DS</b>
	<p>Minutes of previous Curriculum working party were shared ahead of meeting with the following items discussed:</p> <ul style="list-style-type: none"> <li>• Anti-bullying week - Some incidents had been discussed with pupils following anti-bullying week and discussions of repeated unkindness, with the question asked how often is too many times. Full details had been discussed within meeting with school feeling that incidents are dealt with effectively.</li> <li>• The benefit of having Ukrainian speakers in school has had huge benefits. Pupils English is improving and they have responded well with staff member.</li> <li>• Long conversation took place on how new TAs have been settling in</li> <li>• Foundation subject assessment discussed. School now using Futura foundation curriculum. Topics are taught over 2 years, building on previous year's knowledge.</li> <li>• Discussion around HAPs children being challenged</li> <li>• RAV feedback – Good feedback received at following RAV where Principles of Effective Teaching revisited. Revamp needed for English and maths walls in classrooms.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Subject leaders not often have opportunity to have deep dive discussions and lack confidence. Documents sourced to prepare for deep dive questions.</li> <li>• Personal development discussed - DS gave aide memoir along with plan to allow children to articulate what learn, what remembered and why. Children need to build confidence to discuss learning as will be required during inspections.  <b>Governors asked whether inspectors will pick group of children</b> – need to have a group of children in mind.  <b>Governors asked how they could help</b> – visit school, carry our book looks, drop into lessons and talk to children</li> </ul>	
9	<b>Resources Working Party</b>	<b>PC</b>
	<p>Apologies were given for the minutes arriving late with governors being informed they will be uploaded to GVO following the meeting.</p> <p>The following discussion points were highlighted:</p> <ul style="list-style-type: none"> <li>• Pay panel meeting has taken place</li> <li>• ECT teachers are doing well</li> <li>• Teaching staff resignation received, recruitment advertisement is live. Contingency plan if unable to recruit was discussed. Governors were informed that following resources meeting interviews had taken place, with 6 month contract depending staff review offered. Due to awaiting acceptance of offer no further information is available at this time.</li> <li>• TA recruitment has gone well however still shortage on playworkers with a constant advertisement placed. Governors were informed school in reasonable staffing position overall.</li> <li>• Wellbeing – It was felt that staff will always be under pressure. The minutes of the well-being group were shared by IF where it was discussed holding more social events.</li> <li>• Premises update was given with further work carried out during October school holidays. Pathway between Chuckles nursery and Manor Road needing repairs following a trip incident.  <b>Governors asked whether any thoughts had been given to increasing parking within grass area.</b> This is captured within the travel plan. PTA have been approached for funding to change outdoor space to area as a tribute and in memory of DP.</li> <li>• Swimming pool update discussed. This is progressing slowly and needs to go through insurance company. A new architect has been employed and thanks was given to trust for their help and support with this.</li> <li>• Parent questionnaire was discussed – positive results received. Time was given discussing less positive areas. It was noted that the free comments section tended to highlight single issues with no trends being noticed.  It was felt that school provide a good variety of clubs.  Comments around MCAS were received with parents feeling a large level of information is received. School is looking at this.</li> <li>• Data protection independent company will be coming in and looking at practices.</li> <li>• Resignation from Chair of RWP was received</li> </ul>	

	<ul style="list-style-type: none"> <li>Discussion around support given by Salford staff to Teacher training programme with 14 students attending school on a weekly basis. All students are at different stages of their training.</li> </ul>	
<b>10.</b>	<b>Foundation Governors</b>	<b>PC</b>
	<p>Apologies for the minutes being shared late were given. Governors were informed they will be uploaded to GVO following meeting.</p> <p>Foundation governors met last week with the following items discussed:</p> <ul style="list-style-type: none"> <li>Role descriptor of new rector</li> <li>Wow team – Positive response received for collective worship ambassadors. Idea for 4 children per class to be</li> <li>Assemblies are being planned</li> <li>Main topic of discussion was around SIAMS inspection with it being agreed that next meeting solely be on SIAMS inspections.</li> </ul> <p>It was discussed having a person within trust with overall responsibility for SIAMS inspections. DS to discuss with Claire Graham.</p>	
<b>11.</b>	<b>AOB (Please notify clerk of any matters ahead of the meeting)</b>	<b>All</b>
	<p>The issue of parking on zig-zag lines was raised with the request for this to be discussed at next Parent Voice Group meeting.</p> <p>Governors were informed that the school has applied for an updated front sign to remind parents of parking considerations.</p> <p>It was agreed to discuss Writing Strategy at next meeting.</p> <p>Thanks was given to RR for support given to school over last 7 years in his role as governor and chair. In response the AGC received thanks for all their support given to RR in helping him carry out the role.</p> <p>Meeting closed at 8.00pm</p>	
<b>12.</b>	<b>AGC meeting dates for 2022/2023</b>	
	<ul style="list-style-type: none"> <li><b>31<sup>st</sup> January 2023</b></li> <li><b>21<sup>st</sup> March 2023</b></li> <li><b>16<sup>th</sup> May 2023</b></li> <li><b>11<sup>th</sup> July 2023 - Please note new date.</b></li> </ul>	

#### Action Record

	Action	By Whom	Meeting Date	Due Date
1	Ihasco training courses for governors to be checked – <b>completed, awaiting results from SPA</b>	Clerk	22/11/22	asap
2	DS to revisit possibility of Tiddlers holding crèche for younger children during parent's evenings.	DS	22/11/22	Asap
3	Dedicated agenda item on school positives and strengths at next AGC meeting.	Clerk	22/11/22	31/01/23
4	Writing strategy to be discussed at next AGC meeting	NS	22/11/22	31/01/23

Signed  
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Date: