

Saltford C of E Primary School
Academy Governance Committee Meeting:
4th October 2022, 6.00 – 8.00 pm
Saltford School

Minutes

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| MEETING TITLE | Saltford CofE Primary School Academy Governance Committee Meeting |
| DATE OF MEETING | Tuesday 4th October 2022 |
| MEMBERS PRESENT | Dawn Sage (DS) – Headteacher, Elizabeth Spincer (ES), Kathryn Hamlen (KH) Vice Chair), Dan Carter (DC), Ian Freemantle (IF), Ben Whittle (BW), Paul Cummings (PC), Sumayyah Malna (SM), Dani Taylor (DT), Nathan Styles (NS), Emma King (EK), Tor Manuel (Clerk) |
| IN ATTENDANCE | |
| APOLOGIES | Richard Rowland (RR) – Chair |
| DATE OF NEXT MEETING | Tuesday 22nd November 2022 |

| | | Action |
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| 1. | Welcome and Apologies – Quorum | Chair |
| | <p>KH, acting as chair for the meeting, welcomed all to first AGC meeting of academic year.</p> <p>IF started meeting with a reading and a prayer.</p> <p>Apologies were received ahead of meeting from RR.</p> | |
| 2. | Governance and admin (includes mandatory items to be discussed as advised by central office) | Chair |
| | <ul style="list-style-type: none"> • Annual declarations • Confirmation of statutory roles (SEN, Safeguarding, LAC, PP and Sports Premium governors) • National Cyber Security presentation <p>Annual declarations The clerk informed governors that the statutory annual declarations are being co-ordinated centrally and will be shared for completion as soon as available.</p> <p>Confirmation of statutory roles It was agreed that AGC members would continue in their statutory roles as below: PP/LAC/SEND – SM Safeguarding – DT Sports premium - PC</p> | |

| | <p>It was noted that although not a statutory role, and that Health & Safety matters sit within the Resources working party, IF would be point of contact moving forward. SM and DT agreed to continue in roles, also PC had previously.</p> <p>National Cyber Security training AGC members were informed of mandatory training to be undertaken and were informed of the deadline for completion.</p> <p>Actions: Clerk to re-send the training link to governors for completion. Governors to inform clerk when completed.</p> | Clerk | | | | | | | | | | | | | | | | | | | | |
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| 3. | Minutes of previous meeting and actions arising | Chair | | | | | | | | | | | | | | | | | | | | |
| | <table border="1" data-bbox="311 600 1272 1010"> <thead> <tr> <th></th> <th>Action</th> <th>By Whom</th> <th>Meeting Date</th> <th>Due Date</th> </tr> </thead> <tbody> <tr style="background-color: #f28b82;"> <td>1</td> <td>KH to arrange a 'Thank you' to all staff completed, DS informed staff welcomed treats provided</td> <td>KH</td> <td>05/07/22</td> <td>21/07/22</td> </tr> <tr> <td>2</td> <td>Minutes of Foundation Governor meeting to be shared for uploading to GVO</td> <td>DC</td> <td>05/07/22</td> <td>ASAP</td> </tr> <tr style="background-color: #f28b82;"> <td>3</td> <td>Chair to discuss co-opted vacancy on AGC with potential candidate not progressed further.</td> <td>RR</td> <td>05/07/22</td> <td>Sept 2022</td> </tr> </tbody> </table> <p>The Minutes were agreed as true representation of the previous meeting.</p> | | Action | By Whom | Meeting Date | Due Date | 1 | KH to arrange a 'Thank you' to all staff completed, DS informed staff welcomed treats provided | KH | 05/07/22 | 21/07/22 | 2 | Minutes of Foundation Governor meeting to be shared for uploading to GVO | DC | 05/07/22 | ASAP | 3 | Chair to discuss co-opted vacancy on AGC with potential candidate not progressed further. | RR | 05/07/22 | Sept 2022 | |
| | Action | By Whom | Meeting Date | Due Date | | | | | | | | | | | | | | | | | | |
| 1 | KH to arrange a 'Thank you' to all staff completed, DS informed staff welcomed treats provided | KH | 05/07/22 | 21/07/22 | | | | | | | | | | | | | | | | | | |
| 2 | Minutes of Foundation Governor meeting to be shared for uploading to GVO | DC | 05/07/22 | ASAP | | | | | | | | | | | | | | | | | | |
| 3 | Chair to discuss co-opted vacancy on AGC with potential candidate not progressed further. | RR | 05/07/22 | Sept 2022 | | | | | | | | | | | | | | | | | | |
| 4. | Chair of Governors verbal report including Chairs' Forum | Chair | | | | | | | | | | | | | | | | | | | | |
| | <p>AGC discussed succession planning for the role of chair and the positives of a local chair who is part of the local community was shared.</p> <p>Governors were asked to speak to RR for information on what the role would entail and shared that the trust board would need to be asked to consider the role of co-chairs if this is what was wanted.</p> <p>Governors discussed the role of remaining governors and it was noted that the AGC has no skills gap so would be looking for appointing an additional community governor to support the AGC.</p> <p>It was asked whether staff governors could share a link governor role. This was agreed with the suggestion made that the subject lead not be a direct report of staff governors.</p> <p>Governors were informed that link governors will be discussed within resources working party and were asked to inform DS should they wish to change subjects.</p> <p>Governors were asked to email link governor reports to DS in the first instance and then to the clerk. Governors with statutory roles were asked to use the updated version of checklists available on the GVO.</p> <p>Action:</p> | | | | | | | | | | | | | | | | | | | | | |

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| | <p>Clerk to set up 2022/23 link governor folder within GVO and transfer reports.</p> <p>[PC joined meeting 1827]</p> <p>The AGC were informed of discussions held at the recent Chairs Forum meeting:</p> <ul style="list-style-type: none"> • Exam results achieved across the trust • Proposed CLT/Futura merger update • Rise in cost of living updates, also share within the leadership bulletin | Clerk |
| 5. | <p>Headteacher's report including:</p> <ul style="list-style-type: none"> • Back to school update • Governor Safeguarding KCSIE update • KPIs | DS |
| | <p>Governors received the headteachers report in two formats; KPIs were shared using trust format which has been uploaded to the GVO and a verbal report was shared at the meeting with the following shared:</p> <ul style="list-style-type: none"> • It has been a very busy start to the school year, being the first 'normal' start to academic year without restrictions for number of years. • Governors were informed of the work around site during the summer holidays with a lot of money spent tidying up the site as was looking tired. Thanks was given to school caretaker, Andy Beckett, for his hard work during the summer. • It was shared with great sadness that a much loved member of staff had passed away with school awaiting permission from the family to send letter informing parents of the sad news. Also awaiting to hear the funeral arrangements and will be guided by the family and staff who may wish to attend before deciding whether to close the school. Permission has been given by the trust to close the school if this is required. <p>This has been a difficult time for staff and collectively have been mindful of support needed with lots of support and resources in place for staff and children who have been affected. There have been lots of discussions on how to mark contribution DP made to the school.</p> <ul style="list-style-type: none"> • Two new ECT teachers in school have made a good start with thanks to ES and TN for induction. • School now has 17 children in school on ECHP with a further 5 decisions pending. • There has been a challenge in recruiting TAs who want to work part time. School now has a great team of TAs. <p>Action: KH too write a letter to TA team, recognising work undertaken in their roles.</p> <ul style="list-style-type: none"> • Two new Early Years teachers due to staff on maternity leave. This does create opportunities for change but also brings the need for more work with people needing support. • Children settling in to routines well. • Within SIP have created a personal development plan which will be shared initially with curriculum ahead of being brought to AGC. Have spent time reflecting on what do at school, opportunities being offered with extra enrichment a real positive. Areas of improvement raised within parent questionnaire is around wanting more clubs being provided. Governors were informed of the need to rationalise the desire for more clubs as only so many clubs can physically sourced and ran. | KH |

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| | <ul style="list-style-type: none"> • Staff received safeguarding training on inset day, with KCSIE 2022 updates shared. Greg Lyle, Trust Safe-guarding lead provided training material which was delivered by DS and GG. • School now has a full time pastoral lead in school who is thrive and ELSA trained and has received mental health training also. Part of their role will be looking at attendance. <p>There were no questions raised on headteacher report.</p> | |
| 6. | SEF & SIP update | DS |
| | <p>SIP</p> <p>A firmer version of SIP was shared ahead of meeting with governors asked to make themselves aware of content.</p> <p>Governors were informed that an update of writing at Saltford will be given at the next AGC meeting by NS. School has link with South Glos who is providing moderation for the trust. Claire Risdale (CR) has been working with NS with lots of training available for staff. It was also noted that CR has been booked to attend inset day.</p> <p>It was noted that a new writing strategy was being implemented across school.</p> <p>SEF</p> <p>A draft version of SEF shared ahead of meeting.</p> <p>Governors were informed of change to school categorisation prediction has now been changed to 'Outstanding'. This is a challenge due to high needs of children within school and the impact on children's learning.</p> <p>Are there implication if SEF states school is outstanding and this is not achieved at inspection?</p> <p>Governors were informed that the challenge will be that the category is so subjective. There is no doubt that school should retain it's 'Good' judgement unless there are real issues on the day.</p> <p>It was shared with governors that school has launched a new foundation subject curriculum this term which has had a big impact on workload. All curriculum leaders have a clear understanding of expectations.</p> <p>If outstanding is not achieved would Ofsted think self-evaluation was over inflated.</p> <p>Governors were reminded that the SEF is a live working document which can be updated if required and is not a public document.</p> <p>If school propose good judgement can Ofsted award outstanding judgement?</p> <p>No as SEF is about quality of judgement.</p> <p>It was shared with governors that under previous section 8 inspection school achieved good with potential to achieve outstanding, however inspection framework has now changed and school has adapted curriculum to take this into account.</p> <p>Outstanding categorisation and providing evidence school can meet criteria will be discussed at curriculum wp meeting and shared with at next AGC meeting.</p> <p>Governors were requested to share observations and thoughts with DS.</p> | |
| 7. | Admission Arrangements 2024-25 | DS |
| | <p>Admission arrangements for 2024-25 were discussed.</p> <p>It was proposed that no changes be made to current arrangements and to continue with PAN of 60.</p> <p>AGC gave their agreement for this proposal.</p> | |

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| | <p>It was noted that intake for current years Reception class was 52 and have spaces. Governors were informed that all other classes are full with waiting list in place.</p> <p>Is the growth rate expected to continue or decline?</p> <p>Governors were informed that following a recent consultation St Keyna will be expanding and also Two Rivers will be moving into their new school. Saltford open days have been very well attended and places for tours are booked, however school does need to work hard to attract children outside the village to ensure places are filled. If spaces are available this could create funding issues.</p> <p>What are reception places across trust schools like?</p> <p>Governors were informed that other than Saltford, Two Rivers and The Meadows were not full.</p> <p>Two Rivers will have a brand new school and The Meadows has just recently received a Good judgement from Ofsted which will help the schools. Saltford need to be able to compete with new building.</p> | |
| 8. | AGC Checklists | DS |
| | Item discussed under agenda point 4. | |
| 9 | Curriculum Working Party | KH |
| | <p>Apologies was given to AGC for lateness of minutes which have been uploaded onto GVO. A summary of discussions was shared:</p> <ul style="list-style-type: none"> • KH to remain as chair of WP • Terms of reference for WP remain the same • Various letters have been written giving recognition of work and thanking staff for their efforts. • End of term treats were well received by staff. • There were no documents to review, curriculum policies will become handbooks written by subject leaders as part of their development. • Safeguarding training has been undertaken • Attachment training received from Lansdown Park. There were discussions around younger children being flight risks. Governors were informed that the school site is deemed to be secure however it will be the responsibility of BANES to advise parents of children who are a flight risk yet considering Saltford, that the school is an open site and if this was a concern then a different school should be considered. <p>Is there a particular group of children who are considered to be a flight risk? Yes high needs children with SEN</p> <p>Are parents informed of risk? Yes, but school is chosen because of its good reputation</p> <p>Is there plan in place if child escapes? Each child has their own risk assessment in place.</p> <ul style="list-style-type: none"> • The WP discussed the confidential report looking at the high volume of EHCP plans and the amount of high needs that need support which has a big implication on staff and school with support needed with the classrooms, areas needed for interventions and also break out space if children unable to remain in the classroom. The children will do well at Saltford but there will be implications on children, teachers and TAs. • Pupil Premium numbers have increased slightly which has supported impact on how to deal with EAL students as this is an area unused to being dealt with the increase in upskilling to support EAL children. Bath | |

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| | <p>Refugees group have been supporting school 2 days a week. Children are making great progress and English is coming on well.</p> <p>Governors asked if an interpreter was available</p> <p>The focus is on improving English but if needed do have some support within community. Children are very resistant to come out of class and have work adapted.</p> <ul style="list-style-type: none"> • Current data available is that shared in term 6. New data will be available next term. • Early Years baseline has been completed. This will feed y6 predictions in years to come. • DS and ES attended the trust data day. • Timetables altered for longer days with extra time allowed for arithmetic. Timetable is tight, challenge for teachers to fit all in. • Development for foundation subjects with documents provided for each year groups. This has been planned across trust. This is new for staff who are finding content challenging with questions being raised around adapting and changing. • Draft of curriculum guide shared, with links to websites included. Governors were informed that feedback would be welcomed and appreciated. | |
| 10. | Resources Working Party | PC |
| | <p>PC, as new chair of resources committee, gave an update on discussions at Resources WP.</p> <p>Apologies were given for the lateness of the minutes of meeting, which will be uploaded onto GVO.</p> <ul style="list-style-type: none"> • Working party objectives were agreed and approved • Governor training was discussed with governors asked to complete safeguarding training with a deadline of next AGC meeting. AGC members were reminded of their access to NGA website and were asked to inform clerk of training undertaken. • Staffing update given • Discussions took place around start of new school year • Bromcom was discussed, along with the impact this is having on school staff • IF to become chair of staff wellbeing group • Questionnaires discussed. Previously developed by school council. They will revisit and develop action plan. • Parent survey results to be discussed at next WP meeting with a presentation of outcomes being given at next AGC • Premises update noted extensive refurb work carried out on site over summer • Swimming pool update was given with planning permission required for gable ends to be filled. Is being handled centrally by trust however is progressing slowly. <p>Is going through insurance? No decision as yet, when structural engineer report given will go to insurance company</p> <p>If planning is required is there a risk neighbours will object? Not thought so as only ends will look slightly different and will a more secure building.</p> <ul style="list-style-type: none"> • A brief discussion took place around Business Continuity Plan. To be discussed further. • School camp and costs were discussed. All are booked provisionally due to camp providers unable to give confirmed quotes due to rising costs. | |

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| | <p>Quotes received are higher than last year and this may increase further. May have to revisit affordability of camps should this happen.</p> <ul style="list-style-type: none"> • Cost of living increased to be discussed further at WP meeting to look at spiking costs and plans in place to mitigate. | |
| 11. | Foundation Governors update | DC |
| | <p>Minutes of previous meeting in July shared on GVO.</p> <p>DC shared topics of discussion at most recent meeting.</p> <ul style="list-style-type: none"> • Governors were informed that following the end of Reverend Daile's tenure IF will be link between school and church. The school is due its SIAMS inspection in 2023. A new SIP format with new set of themes will be shared in due course. • Reverend Prebendary Jan who will lead on some assemblies in October, January, March and April, was introduced to school at a recent assembly. It was confirmed the title of Preb Jan is preferred. • Y6 Leavers service likely to be held at Wells Cathedral. • Festivals planned for reminder 22/23 • Pro workshop reinstated in term 6 w/c 19 June 2023. • Planning for term 3 takes into account there may be a new rector. | |
| 12. | AOB (Please notify clerk of any matters ahead of the meeting) | All |
| 12.1 | <p>Election of Vice Chair</p> <p>AGC discussed the role of vice chair and welcomed nominations for the role. Following a unanimous vote PC was welcomed as Vice Chair for Saltford AGC.</p> | |
| 12.2 | <p>With this being his last meeting thanks was given to BW for his outstanding support, challenge and contributions during his time as a governor, along with a gift as a token of appreciation from AGC members.</p> | |
| 12.3 | <p>The idea of an informal social evening was discussed for governors. NS to take lead on organising.</p> <p>Thanks was given to AGC members for attending and their valuable contributions to discussions.</p> <p>Thanks was given to KH for chairing in Chairs absence.</p> <p>[Meeting closed at 19:47]</p> | |
| | <p>AGC meeting dates for 2022/2023</p> <ul style="list-style-type: none"> • 22nd November 2022 • 31st January 2023 • 21st March 2023 • 16th May 2023 • 11th July 2023 - Please note new date. | |

Action Record

| | Action | By Whom | Meeting Date | Due Date |
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| 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 | Clerk | 04/10/22 | ASAP |
| 3 | KH to write to TA team thanking them for their hard work | KH | 04/10/22 | End of t1 |

Signed:

Date: