



**ALEXANDER HOSEA PRIMARY SCHOOL**  
*'Roots to grow, wings to fly'*

**Full Governing Board Meeting Minutes**

**Thursday 1<sup>st</sup> February 2024, 7-9pm at School**

**Attendees:**

Joanna Dent (JD/CoG) – *Co-opted / Chair / Safeguarding Governor*  
 Deb Williams (HT) – *Head Teacher*  
 Kim Edgar (KE) – *Staff / SENCO*  
 Gareth Fielding (GF) – *LA Appointed*  
 Jenny Narborough (JN) – *Parent / SEN Governor*  
 Leanne Peachey (LP) – *Parent / PHSE Governor*  
 Katy Hillier (KH) – *Co-opted / EYFS Governor*  
 Rob Crerar (RC) – *Parent*  
 Yasmin Frampton (YF) – *Parent / Safeguarding Governor*

**Apologies:**

Sally Windmill (SW) – *Deputy Head / Associate*  
 Peter Lloyd (PL) – *Co-opted*  
 Nev Kingdon (NK) – *Parent / Vice-Chair*  
 Tim Shrewsbury (TS) – *Co-opted*

**Absent:**

Dan Elias (DE) – *Parent*

**Invitees:**

Ross Newman (RN) – *CEO of LEAF Trust*  
 Sarah Gregory (Clerk)

Ref	Item	Comments	Actions
1.	<b>Welcomes and apologies</b>	Welcomes were made by the Chair and apologies accepted from SW, PL, TS and NK. The meeting was quorate. HT welcomed Ross Newman, CEO of the LEAF Trust.	
1a.	<b>Guest Speaker: Ross Newman, CEO of LEAF Trust</b>	<p>Ross Newman (RN) introduced himself and gave a presentation to explain what a Multi-Academy Trust (MAT) is and to highlight areas to consider when thinking about joining a MAT.</p> <p>Please see the slides for full details of the presentation.</p> <p><b>Q – A governor asked how many of the local MATs school might consider are gag pool?</b> RN explained that they are around 50:50 gag pool and top-slice (funding from the LA and the trust Takes a percentage for their services). Newer schools generally go for top slice. RN advised that school would need to discuss this with the MATs.</p> <p>RN explained that some Trusts do not have local governance, only Trust Holders. Governors felt it would be good to speak to other schools in a Trust they were considering.</p> <p>RN explained that schools must consult all the stake holders (e.g. staff, pupils, families, feeder nurseries, and anyone who uses the premises). School would need to consider how joining a MAT what be better for all those stakeholders.</p> <p>RN advised that some Trusts are looking to merge and structurally change, therefore the stability of a MAT should be considered.</p> <p><b>Q – A governor pointed out that it is possible to sign up for a MAT and then it might fundamentally change, and asked what a school could do</b></p>	<b>RN to provide HT with presentation slides for distribution to the board</b>

		<p><b>under those circumstances?</b> RN explained that if the result of the merger goes against everything school values in the MAT, then it is possible to discuss it with the Regional Director who could move the school to another Trust, though only in exceptional circumstances.</p> <p><b>Q – A governor asked about the benefits to joining a Trust?</b> RN expressed a number of benefits including freedom around the curriculum, greater financial stability, CPD for all staff with high quality professional speakers and training, staff discounts, better employment packages and maternity packages, and greater support for Heads.</p> <p><b>Q – A governor asked how would the school change? A parent with a problem would not be able to the governing board – would they have to raise the issue with the Trust board?</b> RN explained that it would depend on the issue and on the structure of delegation for the trust, which would also have to be considered when joining a MAT.</p> <p>RN was thanked for his valuable presentation and advice.</p> <p><i>RN left the meeting.</i></p>	
2.	<b>Declaration of Interests</b>	There were no business or pecuniary declarations made for this meeting.	
3.	<b>Minutes of previous meeting</b>	The minutes from the FGB meeting on 23 <sup>rd</sup> November 2023 were provided to the board prior to this evening. The minutes were unanimously accepted as a true and accurate record, and signed by the CoG during the meeting. <b>Approved.</b>	<b>Clerk to file signed minutes</b>
4.	<b>Matter Arising</b>	<p><i>Safeguarding Governor to meet with HT to discuss Safeguarding:</i> HT and the Safeguarding Governor have met to discuss Safeguarding. The Safeguarding Governor has yet to review the Single Central Record (SCR) with the SBM. Feedback from this meeting will be given at the next S&amp;W meeting.</p> <p><b>Closed.</b></p> <p><i>INSIGHT GDPR Agreement follow up:</i> HT reported that the SBM has been working with other SBMs from other schools to complete this. HT offered to check with the SBM whether it has been completed.</p> <p><b>Ongoing.</b></p>	<b>HT to check to provide CoG with the Agreement</b>
5.	<b>Committee Reports</b>	<p>Governors were provided with the committee minutes prior to this evening's meeting. There was no Premises &amp; Finance meeting in Term 3, though the committee was provided with the most recent financial reports in January.</p> <p><i>Teaching &amp; Learning (17.01.24):</i> There were no questions.</p> <p><i>Staffing &amp; Welfare (24.01.24):</i> There were no questions.</p>	
6.	<b>Head Teacher's Report</b>	<p>Governors were provided with the Headteacher's report prior to this evening's meeting.</p> <p>Governors discussed the how the numbers on roll have changed and how they are predicted to change after summer 2025 once the bulge year has moved up to Secondary.</p> <p>HT provided information on demographics and changes in gender balance over the last three years.</p>	

		<p>HT provided further detail regarding the recent Peer Enquiry with heads from the Cotswold Alliance and the CSP. The CoG has been provided with the report of the results from that session. In June, the Heads and CSP will return to see how school have made the recommended changes.</p> <p>HT informed the board that the Senior Leadership Team have signed up for the NPQSL which will be completed as a team with a shared workload. HT explained that they are in partnership work with LEAF and as such school have to offer something in return, therefore the HT is mentoring a new Head. HT stressed that LEAF provide excellent professional development opportunities but the training cannot be shared with non-LEAF schools.</p> <p><b>Q – A governor asked about the impact on the HT’s wellbeing, particularly with mentoring the new Head?</b> HT explained the support available and that the mentoring is typically a two-hour session to provide any advice.</p>	
7.	<p><b>School Values</b> <i>To discuss the new school values and how they will be used within school</i></p>	<p>Governors were provided with details of the old values, the consultation process, the new values and the next steps, through the Head Teacher’s Report, prior to the meeting.</p> <p>HT explained the process and the results of the consultation. It was noted that the children and staff felt strongly about having the “Uniqueness” value.</p> <p>Staff felt a honeycomb style would work well to present the values. School are planning to hold a design competition and a local parent illustrator has kindly agreed to produce the final designs.</p> <p>Governors expressed that they are pleased with the choices and felt the timing would be very useful when considering MATs to join.</p> <p><b>Q – A governor asked if there is a minimal number of values?</b> HT explained that school must have the British Values, and a school wouldn’t want too many but there is no minimum or maximum number of values.</p> <p>HT informed the board that the vision statement will be considered before the end of the school year.</p>	
8.	<p><b>Monitoring</b></p>	<p><i>Governor Day Monitoring:</i> Governors were reminded that Governor Day will take place 1<sup>st</sup> March. Some of the newer board members enquired about what format the monitoring would take place. The CoG gave a brief overview and assured the board that further information and guidance will be provided.</p> <p><i>Staff Meeting:</i> KH completed monitoring for a recent staff meeting.</p>	
9.	<p><b>Future Planning for School</b></p>	<p>Governors discussed local MATs, including CSET and LEAF.</p> <p><b>Q – A governor asked whether there is a preference for a MAT with secondary schools or one only for primary schools?</b> Governors felt that some MATs with secondaries are dominated by them, purely by their size, though all options will need to be considered.</p> <p>Governors felt a good starting point would be to look at the new values and start mapping those against different MATs. They felt it would be a good idea to set some time during governor day to discuss values, priorities, options etc.</p>	<p><b>Clerk to add to Governor day agenda</b></p>

		<p>Governors noted that there is no fixed time limit for joining a MAT but MATs do have limited space and most are only taking a couple of schools per year.</p> <p>Governors discussed some of the advantages and disadvantages of being with the LA and being with a MAT, and how things will change for the school and the governing board.</p> <p><b>Q – A governor asked whether the Cotswold Alliance could become their own Trust?</b> HT replied that they did consider it but didn't as many in the Alliance are under the Diocese and as such are much more restricted.</p> <p>Governors felt they need to learn more about the process. Governors noted that school would prefer a local MAT as it would have local knowledge and support links.</p>	<p><b>CoG and Clerk to provide helpful documentation from the NGA and DfE</b></p>
10.	<b>Governor Admin</b>	<p><i>Governor Vacancies:</i> Clerk informed the board that there is currently one Co-opted vacancy.</p> <p><i>Governor Training:</i> Governors were reminded to complete updated Prevent Duty training following updated statutory guidance on 31<sup>st</sup> December 2023.</p>	<p><b>Clerk to re-advertise</b></p> <p><b>Clerk to send reminders</b></p>
13.	<b>Documentation/ Policy Review</b>	<p><i>Supporting Pupils with Medical Needs Policy (previous Managing Medical Needs Policy):</i> Not provided. Delegated Services have been asked for a model policy.</p> <p><i>Data Protection Policy, Data Protection Impact Statement and GDPR:</i> Not available for the meeting. <b>Rolled over.</b></p> <p><i>Governor Allowances Policy:</i> Not available for the meeting. <b>Rolled over.</b></p>	<p><b>Policy to be reviewed by S&amp;W in June</b></p> <p><b>Policy to be reviewed by P&amp;F in February</b></p>
14.	<b>GDPR</b>	HT informed the board that the SBM will be carrying out a GDPR walk.	
15.	<b>AOB</b>	<p><i>Swift Sports:</i></p> <p><b>Q – A governor asked whether Swift Sports involvement in sports lessons will continue?</b> HT explained that it will finish after February Half Term as it was to provide professional development for staff. They will continue to provide clubs and activities for shuffle-up day and sports day. Forest Green Rovers are going to provide a girls football club and provide English and Math interventions, all sponsored by the Premier League. Learning will be around the role of a physiotherapist.</p> <p><i>Next FGB meeting:</i> KH gave apologies for the next FGB meeting.</p> <p><i>Governor Day:</i> RC gave apologies for Governor Day on 1<sup>st</sup> March.</p>	
14.	<b>Safeguarding &amp; Prevent Quiz</b>	Due to a lack of time, the quiz was postponed to the next meeting.	
15.	<b>Date of next meeting</b>	<p>Thursday 21<sup>st</sup> March, 7-9pm, at School.</p> <p><u>Meeting Summary:</u></p> <ul style="list-style-type: none"> <li>• Headteacher's Report</li> </ul>	

		<ul style="list-style-type: none"> <li>• SFVS</li> <li>• Governor Day Feedback</li> <li>• Mid-year Monitoring of Pupil Performance and Attendance</li> </ul> <p><u>Policies &amp; Documents to review at next meeting</u></p> <ul style="list-style-type: none"> <li>• Data Protection Policy</li> <li>• Data Protection Impact Statement and GDPR</li> <li>• Governor Allowances Policy</li> </ul>	
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*To be signed at the next FGB meeting:*

<b>Chair's Signature:</b> <i>Minutes have been accepted as an accurate record of the meeting.</i>	
<b>Date:</b>	