

Hotwells Primary School
Meeting of the Local Governing Body
Term 4, Thursday 21st March 2024, 4.35 pm

FINAL MINUTES OF MEETING

<p><u>Governors Present</u> Chris Bond, Chair Anthea Bruges, Vice-Chair Kee Jones, Headteacher Daniel Monk</p>	<p><u>In Attendance</u> (non-voting) Matt Edwards, Assistant Headteacher Keira Stobie, Clerk</p> <p>Quorum = 4 (half in post)</p>	<p><u>Apologies</u> Rhiannon Benson Sarah Phillips</p>
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Feedback on actions from T3 2023 - 2024 Meeting

Due to some of these referring to confidential matters, only ongoing actions required have been detailed in the relevant sections of the text below.

Item	Final Minutes of Meeting
1	<p>Welcome (CB) Apologies were received and accepted from RB and SP and the meeting was quorate throughout.</p> <p><u>Pecuniary Interests</u> None updated during this meeting.</p> <p><u>Training undertaken</u> None undertaken since the previous meeting.</p> <p><u>Governor Election</u> CB was approaching the end of his current Term of Office and expressed his willingness to stand for a further term, although expressions of interest for taking on the role of Chair in the future were also invited.</p> <p>Proposed: AB Seconded: KJ Agreed unanimously, and CB was thanked for all his contributions to the LGB.</p> <p>ACTION: KS to update records to reflect the re-election of CB to the LGB.</p> <p><u>Governor News</u> SP would be taking on the role of Safeguarding Governor and it was agreed that training provided by GDS would be recommended, with the school to cover all costs involved.</p> <p>ACTION: SP to contact KS for further information regarding Safeguarding Governor training, if required.</p>
2	Head Teacher's Report (KJ) – CONFIDENTIAL
3	Walkabout (KJ)

	<p>Staff led a tour of the school, highlighting changes being made as part of the building project and explaining interim measures being put in place to ensure the continuity of education throughout the process. The immense effort of staff and the enormous benefits the project would bring were noted.</p>
4	<p>Budget Update (KJ)</p> <p>The 2024 – 2025 budget was currently being constructed and a forecasted deficit of around £100, 000 (one hundred thousand pounds) had been arrived at without the need for overly detrimental cuts, especially to SLT provision. Instead, subscriptions to packages such as PIXL, which alone cost £3, 000 (three thousand pounds) had been terminated. Access to this package would still be available through colleagues in other CST schools, where it could be more beneficial due to their additional staff capacity allowing them to run and manage the initiatives it could feed into. CST had introduced further savings of approximately £10, 000 (ten thousand pounds) in expenditure on heating etc. but the budget could not be finalised as the exact income the school would receive for 2024 – 2025 remained subject to change. There was minimal contingency within the proposed budget and if further savings were required the school would have to consider looking at redundancies.</p> <p>Recent issues within the school had demonstrated why maintaining SLT at its current level was essential, in order that capacity could be maintained for meetings or critical situations. This support provided by ME and the SENCo was acknowledged with thanks.</p>
5	<p>Nursery / Montessori Latest (KJ)</p> <p>There had been minor updates made to the initial consultation report, which has now been circulated. The school has received very little feedback in response, other than a generally positive consensus at the meeting. One concern regarding cost was raised, and the subsidised place scheme being implemented by Montessori was signposted. The school continued to have every confidence in the success of the scheme, especially given the reputation of Montessori and the high level of qualifications required of their staff.</p> <p>The school was in the process of marking up site plans to denote which areas Montessori would be able to use, and further agreements documenting the use of each of these areas would be required. The official licence was being handled by CST and the application to the DfE was to be submitted imminently. In addition, the enthusiasm of all at Montessori was clear when they had been more than willing for the scheme to begin during the building project. However, they would be able to tailor their temporary accommodation to their requirements and the school looked forward to their input into plans for the remodelled site.</p> <p><i>Governor Question: How long would the remaining stages of the process take?</i></p> <p>The exact timeframe was uncertain, however, May or June was seen as a likely endpoint.</p> <p>Governors recognised the positive benefits this scheme was expected to bring and congratulated all involved for the progress made thus far.</p>
6	<p>Curriculum Update (ME)</p> <p><u>KS2 Reading Audit</u></p> <p>This had been carried out at the start of term by Reading Leads from other CST primaries and had brought to the attention of staff pupils’ decreased enthusiasm for reading. Similar findings had emerged from other schools and, as a result of this, a joint twilight session focused on Reading for Pleasure had been held. It was felt that while the CUSP curriculum brought many advantages, it could also lead to a repetitive pattern of teaching that was draining passion and inhibiting the flow of lessons. Therefore, the emphasis was now on using it as a useful framework for teachers’ creativity. It was hoped to involve Governors in evaluating the impact of the changes proposed once they had been thoroughly implemented.</p> <p><u>Phonics</u></p> <p>The school continues to be a Partner School within an English Hub and feedback from the latest visit was very positive. A future focus would be leadership within this area.</p> <p><u>EYFS</u></p>

The CUSP curriculum had now been introduced and staff were planning for September when they would return to teaching Reception pupils only.

Governor Question: What impact has the absence of a Head of EYFS had on staff working in that area?

They are all very capable and the area is well supported so this has been an ideal opportunity to stretch them, and they have all thrived on this.

Governor Question: Who would the eight Year One pupils be taught alongside next year?

Years One and Two would be taught as a single class and it was envisaged that the pattern of including periods of discrete year group teaching that had been a feature this year would continue. One benefit this arrangement brought was the ease with which more able pupils could be stretched, with the higher-level material readily available.

Governor Question: Would the LSAs supporting the current joint class move with these pupils?

These particular LSAs would remain working with Reception, but equally experienced support staff would be available for the other year groups too.

Oracy

The school was participating in the CST Voice 21 initiative for the third year and the new Lead for this had attended a training day and was now identifying how to utilise opportunities within the CUSP curriculum.

CUSP

As it was felt that now the CUSP curriculum was securely established, the SDP target in this area should look at adding colour and capitalising on the opportunities it presented. It was hoped that this customisation could bring out the school's strengths, and the example of art, where final pieces produced with the CUSP curriculum were not yet demonstrating the same outstanding standards seen previously was given. This work was thoroughly supported by the Governors.

Science Week

DM was thanked for leading this action packed and extended week, and lovely feedback had also been received from families as well.

Other events

The school continued to embrace all available opportunities, such as an Art Exhibition planned for Year Three during Arts Week, visits to SS Great Britain and Bristol Cathedral and a photo workshop on Brandon Hill.

Future work included agreeing consistent lesson terminology and providing regular opportunities for communication between Subject Leaders and staff. The school would also maintain its independent writing curriculum as opposed to changing to CUSP. Governors commented on the coherence between the different subject areas and the links established between them as part of this new curriculum.

7 **Trust Update (AB) - CONFIDENTIAL**

8 **Governor Updates**

Staff Room Development (SP)

The designers had visited and were now looking at costs, so consideration of how this would be funded was required, particularly as it could not be covered by the PTA. Contact had also been made with a gallery that might be interested in donating some artworks to the school.

Governors felt the current building project had to be the main priority for the school and staff indicated that they would be happy for work on the staff room to be paused. Even in its present condition, it had a good atmosphere and was still well used by staff, particularly over lunchtimes. The new PPA room and updated toilet facilities would alleviate many issues too.

ACTION: CB to feedback to SP regarding discussions on development of staff facilities.

Staff Governor (DM)

Staff were busy due to the high level of activity within the school, but all these initiatives were considered definitely worthwhile in spite of the administrative burden they involved.

Thanks were also extended to DM for coordinating the recent Premier League event.

Governor Question: In particular, did staff find trips out of school a stimulating addition to teaching?

Staff really enjoyed the variety these introduced.

Governor Question: How had the negative responses to the Staff Survey been followed up?

Due to the anonymous nature of the survey, these could not be managed directly. However, it was known that support staff had responded less positively, potentially due to the enormous demands placed on them, frequently with little advance notice.

Governor Question: Can support staff have dedicated staff meetings and opportunities to provide feedback?

Unfortunately, these staff are now deployed more on a one to one basis or within the nursery, so there is less sense of a team for them. Hopefully, this will improve next year when more are working within the main school, but, as many work part time, they are frequently not able to attend staff meetings. As part of the forthcoming Desktop Review, the school hopes to look at matching training to areas highlighted by support staff. Previously, some had welcomed any training available whereas others wanted it to be more tailored to specific requirements, especially when some CST training could be quite generic.

Governor Question: Who is the Line Manager for support staff?

This is the SENCo.

Governor Question: What opportunities for training are available within CST for support staff?

There are sometimes specific sections within inset days, and KJ was involved with delivering a dedicated course during the previous academic year.

SEND/PP Governor (RB)

ACTION: KS to include a SEND/PP update as an item on the T5 LGB meeting agenda.

9

Clerk's Business (KS)

Self-Certification

ACTION: All Governors to complete outstanding Declarations and Confirmations under their profiles on Governor Hub.

Policies due for review

The Governors voted to adopt the updated Children in Care Policy and Equalities Objectives and Information Statement.

Proposed: CB

Seconded: AB

Agreed unanimously.

ACTION: ME to update Policy Review Tracker.

	<p><u>Updates from CST</u></p> <p>Governors noted that CST had updated the following policies:</p> <ul style="list-style-type: none"> • Online Safety • Health and Safety • Minibus <p>ACTION: ME to tailor updated CST Policies and publish these where necessary.</p> <p>Thanks were extended to ME for the additional work undertaken regarding policies.</p> <p>A Sustainability webinar on 21/05/24 was highlighted and Governors' attention was drawn to the latest iteration of the Academies Handbook now available and circulated by e mail.</p> <p>ACTION: Governors to contact KS for details of Sustainability webinar if required.</p> <p><u>2024 – 2025 LGB Meeting Calendar</u></p> <p>ACTION: KS to produce a draft 2024 – 2025 LGB Meeting Calendar for the T5 LGB meeting.</p>
10	<p>Approval of Previous Minutes and Matters Arising (CB)</p> <p>No amendments were received and the Actions Arising were reviewed. Other than ongoing completion of Declarations and Confirmations by Governors, all actions had been completed.</p> <p>The minutes were agreed and approved.</p> <p>Proposed: KJ Seconded: AB Agreed unanimously.</p> <p>ACTION: CB to mark as signed on Governor Hub both parts of the final T3 minutes.</p>
11	<p>AOB and Close</p> <p>None raised.</p>
	<p>Meeting closed at 6.20 pm.</p>

Signed as a true record:
Chair of Governors,
Chris Bond

Date:

DECISIONS GRID

AGENDA NUMBER	AGENDA ITEM	DECISION
1	Welcome	Apologies were received and accepted from RB and SP.
1	Welcome	CB was re-elected to the LGB.
1	Welcome	Costs for appropriate Safeguarding training to be covered by the school.
8	Governor Updates	Development of staff facilities to be paused during building project.
9	Clerk's Business	Governors voted to adopt the updated Children in Care Policy and Equalities Objectives and Information Statement.
9	Clerk's Business	Governors noted updated CST policies.
10	Approval of Previous Minutes and Matters Arising	The minutes of the T3 LGB meeting were agreed.

ACTIONS GRID

AGENDA NUMBER	AGENDA ITEM	ACTION	RESPONSIBLE PERSON
1	Welcome	KS to update records to reflect the re-election of CB to the LGB.	KS
1	Welcome	SP to contact KS for further information regarding Safeguarding Governor training, if required.	SP
8	Governor Updates	CB to feedback to SP regarding discussions on development of staff facilities.	CB
8	Governor Updates	KS to include a SEND/PP update as an item on the T5 LGB meeting agenda.	KS
9	Clerk's Business	All Governors to complete outstanding Declarations and Confirmations under their profiles on Governor Hub.	ALL GOVERNORS
9	Clerk's Business	ME to update Policy Review Tracker.	ME
9	Clerk's Business	ME to tailor updated CST Policies and publish these where necessary.	ME
9	Clerk's Business	Governors to contact KS for details of Sustainability webinar if required.	ALL GOVERNORS
9	Clerk's Business	KS to produce a draft 2024 - 2025 LGB Meeting Calendar for the T5 LGB meeting.	KS
10	Approval of Previous Minutes and Matters Arising	CB to mark as signed on Governor Hub both parts of the final T3 minutes.	CB