

**Saltford C of E Primary School**  
**Academy Governance Committee Meeting:**  
**21<sup>st</sup> March 2023, 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 21<sup>st</sup> March 2023</b>
<b>MEMBERS PRESENT</b>	Dawn Sage (DS) – Headteacher, Elizabeth Spincer (ES), Kathryn Hamlen (KH) Vice Chair), Dan Carter (DC), Ian Freemantle (IF), Paul Cummings (PC), Emma King (EK), Sumayyah Malna (SM), Ruth Moody (RM) and Dani Taylor (DT), Tor Manuel (Clerk)
<b>IN ATTENDANCE</b>	Gemma Godwin (GG)
<b>APOLOGIES</b>	Richard Rowland (RR), Nathan Styles (NS) ,
<b>DATE OF NEXT MEETING</b>	<b>Tuesday 16<sup>th</sup> May 2023</b>

**Executive Summary:**

- **Governors welcomed new Community governor RM to AGC**
- **The AGC were given SEND update and presentation**
- **Governors were informed of new SCR tracker software being used which school recognised as compliant in all areas in recent Ofsted inspection**
- **The AGC discussed recent Ofsted inspection**
- **AGC were updated with discussions at recent Curriculum, Resources and Foundation working party meetings**
- **AGC agreed to carry out skills audit**

		<b>Action</b>
<b>1.</b>	<b>Welcome and Apologies – Quorum</b>	<b>Chair</b>
	<p>PC welcomed all AGC members to the meeting with particular welcome to RM who attended her first meeting as community governor</p> <p>Apologies were received ahead of meeting from RR and NS</p> <p>IF opened the meeting with a prayer.</p> <p>‘Round the table’ introductions were made for benefit of RM.</p> <p>The meeting was quorate.</p>	
<b>2.</b>	<b>SEND Update</b>	<b>GG</b>
	<p>GG (SENCO) was in attendance to give AGC a SEND update and presentation and highlighted the following.</p> <ul style="list-style-type: none"> <li>• The purpose of the update was to give an overview and share key messages regarding SEN in school</li> </ul>	

- Two further requests for EYFS EHCP applications have been submitted. If accepted will raise total in school to be 22
- For context GG shared that she had been full time inclusion lead for one year and is felt that school could benefit from Assistant Inclusion lead to support
- Leadership of SEND was key in recent Ofsted inspection

A presentation was shared noting the following:

**Slide 1**

Every governor is SEND governor  
 Every leader is a leader of SEND  
 Every teacher is a teacher of SEND.

**Slide 2**

Key sources of information shared

**Slide 3**

Information detailing staff engagement on daily basis

**Slide 4**

Current school SEND situation

**What is difference between SEN support and EHCP?**

SEN support is where teacher looks at interventions, and have identified children needing support possibly in Speech and Language, occupational therapy or children who exhibit traits of learning difficulties. Any pupil having high level of intervention should be SEN support.

EHCP is at local authority level, is statutory provision contributed by educational psychologist, health care and social work professionals and additional funding would be received to support. SEN support is funded by school.

**Would you expect SEN support pupils to require ECHPs?** No not necessarily, would know early on if this was the case.

Part of EHCP process is parents can name school they wish child to attend.

2 children starting specialist provision after Easter.

**Slide 5**

Next steps slide

Governors discussed the notional SEN budget spend of £6000 per child noting that government guidelines being that this not have to be direct spend on pupil and can be made up in different elements, ie SENCO time, intervention packages, TA time. The concept of £6k being direct spend per child is no longer sustainable.

BANES feel money should be direct spend so is a mismatch on government guidelines and LA expectation. There is a SENCO working group looking at funding available and looking at pushing back to BANES for more funding to be made available.

It was shared that school no longer uses additional funding to spend on 1:1 TA support and is more creative in deployment in roles. TAs not designated to one particular child as would not be feasible for children with highest needs. School feels a blended model healthy approach for all concerned.

	<p><b>How much is SEND budget?</b> Budgets are GAG funded and based on school need with information being unavailable.</p> <p><b>Are you able to say no to application for child with EHCP?</b> Yes schools can appeal request for place. For all applications received parents are made aware of school being open plan school and risk assessments would need to be in place however many parents want their children to be admitted to school.</p> <p>There are three legal arguments for refusing an application:</p> <ul style="list-style-type: none"> <li>• School unable to meet needs of child. This needs to be proven why</li> <li>• Childs attendance would have detrimental effect on other children, and explain why</li> <li>• Insufficient funds to provide support needed – extremely expensive provision could argue less expensive option would be more viable.</li> </ul> <p>The AGC were informed that schools appeals have not proved successful recently as parent choice is high. Also school is proving to be an attractive option due to its successes with SEND.</p> <p>It was wholeheartedly agreed that school is a richer community being so inclusive however it is recognised that school can be a trigger for some children with sensory overload and if spending substantial time out of class it is not inclusive environment.</p> <p><b>Do children ever come off of EHCP?</b> Sometimes through transition but not generally in school and not happen often.</p> <p>It was noted that during the recent Ofsted inspection school’s SEND progress was recognised.</p> <p>Thanks was given to GG for her time and insightful presentation.</p> <p><b>Action: GG to share presentation for uploading to GVO.</b></p> <p>[GG left meeting]</p>	GG								
3.	<p><b>Governance and admin (includes mandatory items to be discussed as advised by central office)</b></p> <ul style="list-style-type: none"> <li>• <b>Governor Declarations</b></li> <li>• <b>Governor visits</b></li> </ul>	Chair								
	<p>There were no governor declarations of personal interest recorded.</p> <p>Governors were reminded of new link governor proforma uploaded to GVO, giving some pointers when to consider when carrying out link governor meetings.</p> <p>Governors were asked to be mindful of school calendar commitments when arranging link governor meetings as there will be pinch points throughout the year making meetings difficult to arrange.</p>									
4.	<p><b>Minutes of previous meeting and actions arising</b></p>	Chair								
	<table border="1"> <thead> <tr> <th data-bbox="296 1986 847 2065">Action</th> <th data-bbox="847 1986 979 2065">By Whom</th> <th data-bbox="979 1986 1107 2065">Meeting Date</th> <th data-bbox="1107 1986 1286 2065">Due Date</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Action	By Whom	Meeting Date	Due Date					
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	<p><b>Action point 2</b> Clerk awaiting further clarification from Diocese regarding EK extension to term of office with AGC agreeing EK to continue in role as intended until end of academic year.</p> <p>It was agreed to carry school positives and strengths item forward to next meeting</p> <p>The minutes of the previous meeting were agreed as a true representation of the meeting.</p>	Clerk										
<b>5.</b>	<b>Chair of Governors verbal report including Chairs' Forum</b>	<b>Chair</b>										
	<p>Due to postponement of Chairs Forum meeting there were no updates given.</p> <p>The AGC were informed of DS attending training session for HTs and CoGs on governance framework and were informed of key information shared on GVO.</p> <p>Following a short discussion it was agreed for AGC to carry out a skills audit.</p>	Clerk										
<b>6.</b>	<b>Headteacher's report including:</b> <ul style="list-style-type: none"> <li><b>Safeguarding update</b></li> </ul>	<b>DS</b>										
	<p>HT report shared as a paper for the meeting. Governors were informed that some areas of HTR are discussed within working groups and not want to duplicate work. Governors were informed that all information is available within working party folders on GVO.</p> <p>The following points were highlighted:</p> <ul style="list-style-type: none"> <li>School is now using SCR tracker and had been for a week ahead of inspection. Safeguarding is an area identified within Ofsted inspection. School is compliant in all areas. Software used is really good.</li> <li>SEF and SIP were included as papers for meeting however have not been updated since Ofsted inspection.</li> <li>A paper detailing general information for Inclusion, which is produced for Curriculum working party, was shared with AGC for information.</li> </ul>											
<b>7.</b>	<b>Ofsted Update</b>	<b>DS</b>										
	<p>Notes taken at Ofsted feedback meeting were shared with AGC for their information ahead of meeting.</p> <p>All were really pleased with outcome and the AGC were informed the draft report should be received by end of week for schools comments before final quality assess and final report being shared.</p>											

	<p>The AGC agreed the need to be mindful and sensitive on how outcome is shared / celebrated, following recent reports in press of HT's very sad actions following Ofsted inspection / report received.</p> <p>DS will speak with AA and GS around press releases as want to be sensitive but also acknowledge outcomes.</p> <p>AGC were reminded that staff are unaware of outcome and feedback has not been shared with them.</p> <p>Governors commented that the outcome provides mitigation against other schools and potential falling numbers and were informed of initial reception numbers for September 2023 being pleasing.</p> <p>The inspection was carried out with all information received being triangulated and that what HT says is proved to be taking place, which is AGC's role to check this is the case.</p> <p>Following headlines highlighted:</p> <ul style="list-style-type: none"> <li>• Reading big part of inspection – good to hear love of books and knowledge of books. School has had big investment in reading which needs to continue</li> <li>• SEND - link to behaviour and behaviour management strategies. Inspectors were interested in how behaviour plans are adapted to support high needs pupils. Follow pupils through school day – takes a lot of work and it was recognised school does this well.</li> <li>• Pleased came out around workload and wellbeing – inspectors explored what can we do, not have answers, workload element is policies and practices to make inroads to this.</li> <li>• Parents want more, but unable to find what we don't do. Not have answer but is important.</li> <li>• Inspectors interested in strategic planning for CPD for staff. Biggest obstacle is time. To be discussed further within Resources WP.</li> <li>• Communications is key area. Need to look at PVG group and arrange meetings. AGC discussed arranging date and share ahead of Easter holidays. The initial suggestion is for 3 meetings a year.</li> <li>• British values – In discussions with children inspectors noted that children could identify the British values and protected characteristics however there was some overlap between British, Trust, School, core and Christian values which sometime led to confusion.</li> <li>• Inspectors were interested in personal development for staffing. Governors were informed that Ofsted recognise all that the school provides and does really well, however when looking at the challenges on moving forward school feels additional funding is required to support staff to take load.</li> </ul> <p>On behalf of the AGC, the Chair gave thanks and congratulations for all staff for the positive engagement during the inspection and for all their continued hard work in securing the positive outcome.</p>	
8.	<b>Curriculum Working Party</b>	KH
	<p>The minutes of the curriculum working party were shared as a paper for the meeting. It was noted that the meeting was mainly around information sharing with no actions or documents / policies to review.</p> <p>The following points were highlighted:</p>	

	<ul style="list-style-type: none"> <li>• Conversation around attendance and how children who are on part time timetable affect attendance. Ofsted were happy with schools record keeping. A lot of illness and has impact on attendance figures.</li> <li>• Low level behaviour was discussed. House system has been relaunched and now looking at rewards system to be used across whole school</li> <li>• Discussed Pupil premium and trying to close social gap. Evidence of gap in attainment in FSM. School has low pp although has increased.</li> <li>• Discussed various areas of curriculum areas. <b>Maths</b> – changes implemented 2 days before Ofsted inspection. <b>What started process of change?</b> – Change to White Rose scheme. <b>RWInc</b> where children doing well as appointed by teachers and TAs can be assessed early and moved on. Good feedback received from inspectors. <b>Writing strategy</b> – school working with Claire Risdale from Integra. Feedback largely positive. Period of change but getting there. <b>Music development plan</b> – Plan to have named music plan in place for September 2023</li> </ul>	
9	<b>Resources Working Party</b>	<b>IF</b>
	<p>Resources working party met with minutes available on GVO.</p> <p>The following was discussed:</p> <p><b>Governance update</b> given – role descriptors for Chair and link governors available on GVO. DS to investigate relevant training available on NGA.</p> <p><b>Budget</b> update was shared – first draft of budget submitted. Figures are tight and will need to continue to be monitored.</p> <p><b>Staffing</b> – 2 requests received for flexible working requests</p> <p>Confidential minute discussed</p> <p><b>Admissions</b> Additional application for admission in Y5 was rejected due to class sizes of 34 in each class</p> <p><b>Swimming pool</b> update – New contractor appointed. Subsidence has been found within the building. DS has requested timeline for works and hope to update at next resources meeting</p> <p><b>Cycling proficiency</b> lessons taken place led by South Glos council</p> <p><b>Parent Voice Group (PVG)</b> not met</p> <p><b>Staff wellbeing group meeting</b> – date to be set. Hoping RM to join</p> <p><b>Link governor alignments</b> – Due to recent changes within AGC there are some gaps. It was suggested to link to skills audit finding. This will be looked at further within Resources WP</p> <p><b>Risk Register</b> – AGC were informed that no changes had been made</p> <p><b>Governors asked what caused subsidence in pool building?</b> Could be general movement, old concrete 60s build, latest structural engineers report back is sound enough to keep metalwork, need to underpin. Challenge will be finding</p>	

	structure modern enough and light enough to fit within frame. MACE now involved and new structural engineer is proving to be more positive.	
<b>10.</b>	<b>Foundation Governors</b>	<b>DC</b>
	<p>AGC were informed of Foundation governors meeting on teams with Two Rivers and St John's Foundation governors. The vicar from Keynsham was also in attendance. SIAMS, collective worship and spirituality was discussed along with looking at church schools and how RE could be aligned to diocese across the merged trust.</p> <p>Next SIAMS inspection is due next year with a new framework categorisation of either 'Flourishing' or 'Not flourishing'. RE leads to carry out deep dives on how curriculum is delivered to enable HT to articulate.</p> <p>During teams meeting it was discussed how schools and trust could identify areas for improvement. EK to cascade training received. RE lead to invite David Williams (B&amp;W Diocese) to lead training for staff.</p> <p>A trust member of staff has been invited to join standing advisory council for RE and will be able to offer support and advice to teachers parents and staff on collective worship across schools.</p> <p>The AGC were also informed that church visits have taken place.</p> <p><b>What is involvement for governors in SIAMS inspection and is it similar to Ofsted? Is it worth having AGC session on what governors should know?</b></p> <p>For a SIAMS inspection school needs to write. In September schools will be informed if they are within inspection window for academic year and AGCs can be planned accordingly. Governors were reminded of previous discussions of revisiting vision and values.</p> <p>Governors were informed that the difference with this framework being is theology has to be rooted within all areas of school and that the children know / understand this also.</p> <p>Governors were informed of the hope to have new rector in post by September 2023.</p>	
<b>11.</b>	<b>AOB (Please notify clerk of any matters ahead of the meeting)</b>	<b>All</b>
	<p>AGC Skills audit, governor training, link governors and SEF for AGC were items raised under AOB.</p> <p>The following was agreed:</p> <ul style="list-style-type: none"> <li>• AGC skills audit to be investigated by clerk</li> <li>• Governor training <ul style="list-style-type: none"> <li>❖ weekly leadership bulletin identifies upcoming training for governors</li> <li>❖ Governors were recommended to all complete SEND training</li> <li>❖ Outcomes of skills audit might identify where training is needed, which then be targeted where needed</li> </ul> </li> <li>• Governors SEF to be discussed within Resources WP and shared with AGC</li> </ul>	<p><b>Clerk</b></p> <p><b>Chair</b></p>

	<ul style="list-style-type: none"> <li>• Make up of working parties to be looked at, to ensure right balance and skills within each group. This might also then support link governor alignments</li> </ul> <p>Apologies were received from EK for next meeting on 16<sup>th</sup> May 2023.</p> <p>[Meeting closed at 19:54]</p>	
<b>12.</b>	<b>AGC meeting dates for 2022/2023</b> <ul style="list-style-type: none"> <li>• 16<sup>th</sup> May 2023</li> <li>• 11<sup>th</sup> July 2023 - Please note new date.</li> </ul>	

**Action Record**

	<b>Action</b>	<b>By Whom</b>	<b>Meeting Date</b>	<b>Due Date</b>
1	GG to share presentation for uploading to GVO - <b>completed</b>	GG/Clerk	21.03.23	ASAP
2	AGC skills audit to be investigated by clerk	Clerk	21.03.23	ASAP
3	Governors SEF to be discussed within Resources WP and shared with AGC	Chair	21.03.23	15.03.23

**Signed**

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**Date:**