

Hotwells Primary School
Meeting of the Local Governing Body
Term 3, Thursday 1st February 2024, 4.30 pm

FINAL MINUTES OF MEETING

<p><u>Governors Present</u> Rhiannon Benson (except 1650 – 1655 Item 2) Chris Bond, Chair Anthea Bruges, Vice-Chair Kee Jones, Headteacher Daniel Monk Sarah Phillips</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> Zoe Bell</p>
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Feedback on actions from T2 2023 - 2024 Meeting

AGENDA NUMBER	AGENDA ITEM	ACTION	RESPONSIBLE PERSON
2	Responding to the school funding gap	KS to create a confidential Governor Hub folder for minutes from Item 2.	KS
2	Responding to the school funding gap	KS to include updates on the nursery, including the EYFS policy, and SEND/PP on the T3 LGB Meeting agenda.	KS
7	Clerk's Business	All Governors to complete outstanding Declarations and Confirmations under their profiles on Governor Hub.	ALL GOVERNORS
7	Clerk's Business	All Governors to complete CST Cyber training.	ALL GOVERNORS
7	Clerk's Business	KS to include Policy Review Process as an item on the T3 LGB Meeting agenda.	KS
8	Approval of Previous Minutes and Matters Arising	ME to circulate proposed improvements to staff areas via e mail.	ME
8	Approval of Previous Minutes and Matters Arising	KS to e mail SM regarding amendment of the Lettings Policy.	KS
8	Approval of Previous Minutes and Matters Arising	CB to mark as signed on Governor Hub the final T1 minutes.	CB

Item	Final Minutes of Meeting
1	<p>Welcome (CB) Apologies were received and accepted from ZB and the meeting was quorate throughout.</p>

Thanks were extended to SLT for the wealth of material provided prior to the meeting on Governor Hub.

Pecuniary Interests

None updated during this meeting.

Training undertaken

None undertaken since the previous meeting.

Governor Election

An application to join the LGB from SP was enthusiastically received by the Governors.

Proposed: KJ

Seconded: AB

Agreed unanimously, and SP was warmly welcomed to the LGB.

ACTION: KS to update records to reflect the election of SP to the LGB.

ACTION: KS to liaise with SP regarding Governor induction.

2 Head Teacher's Report (KJ) – including Monitoring Updates (Item 4)

Questions were invited on the report circulated prior to the meeting via Governor Hub.

Governor Question: What factors led the most recent inset training to focus on becoming a Trauma Informed School?

Following previous work with an external service, the school believed that many of the pupils who present the greatest challenges had had some experience of trauma. It had been felt that it would be more beneficial to upskill the entire staff team rather than just those who interact with particular pupils and this inset focussed on planning how to manage situations effectively using the PACE approach.

CST had successfully applied to BCC for a Belonging with SEND grant and these funds were enabling Hotwells to implement a year long programme which would result in it becoming a Trauma Informed School. However, the alternative description of employing a “relationships-based approach” was preferable.

The training had been well received by staff and future sessions were being planned for later in the academic year, to which Governors would also be welcome.

Governor Question: How is the SDP routinely being used and updated within the school?

The SDP is largely owned by SLT, who fully review the long term actions on a termly basis, in addition to maintaining constant vigilance to ensure all targets are achieved. However, some criteria evolve during the academic year and so adaptation becomes necessary, whereas other items, such as the PACE work now undertaken, need adding.

Governor Question: The number of meetings CST require staff to attend had been highlighted at a previous LGB meeting. Does the number of reports written have a similar impact on the school?

It can be challenging to find capacity for producing these, however, staff could see the benefits of this constant monitoring, particularly as it avoided complacency after the last Ofsted visit.

Governor Question: Are external inspections commissioned by CST really necessary given the comprehensive internal monitoring they already undertake?

These visits are designed so that CST can validate and verify the judgements that it makes, but the school does notice the impact these have on resources and so have accepted that they need to become more selective regarding which activities they participate in. In particular, the limited availability of supply staff within the city makes sourcing cover especially draining of time and resources.

As with all monitoring, the school recognises that it is not always an easy process, but it can be extremely valuable. Therefore, a balance is sought between the opportunity offered and the associated burden.

Governor Question: Did the recent monitoring inspection bring fresh perspectives for the school?

This confirmed the good work being undertaken within the school and was a reminder that the school was already half way through the window between Ofsted visits. It was felt that other CST schools facing more imminent Ofsted visits will have found the process more beneficial, however, the suggested focus on SEND and EYFS was welcomed.

The issues highlighted regarding Mathematics were based on observations of one brief episode with a specific pupil and it was felt that as the majority of the class were judged to be working at or above their target levels, the teacher had correctly tailored that section of lesson to the majority. It had been agreed with CST that it was an impossible situation and the inspector had not been able to suggest any alternative strategies that could have been employed. Therefore, no additional targets relating to Mathematics had been added to the SDP and the school was encouraged by the acknowledgement of progress being made.

The Governors noted that although the school had not been required to fund the external visit, the time needed from SLT to facilitate it was not compensated for in any form.

RB left the meeting at this point.

Overall, SLT were proud and pleased following the visit. Staff had been confident when interviewed and the quality of the relationships established within the school had been highlighted as both positive and beneficial to learning. Particular note was made of how well peers worked together, and the skill staff demonstrated when selecting these partnerships.

Monitoring

The November Safeguarding Review had confirmed that all the necessary systems and processes were in place and were being maintained and followed correctly. In addition, a new resource for recording training will shortly be available and this will allow clearer and more compatible records to be kept in future.

Governor Question: Does this feature on the SDP?

It is currently highlighted as Red, until implementation is complete.

The Data Review meeting held was a new initiative that provided a useful opportunity to re-examine the wealth of data available to the school and, as a result of which, a more robust system to focus on vulnerable pupils (SEND or in receipt of PP funding) was created. This is particularly timely given the increase in the number of pupils within the school receiving PP funding, which is now more than 29%.

RB returned to the meeting at this point.

Governor Question: Was attendance data also scrutinised in this meeting?

Although this was not covered in the meeting, it was agreed that it could be a useful flag when making predictions. However, internal meetings to determine where action relating to this is necessary are held every two weeks within school.

3	Next steps with Hotwells Challenge (CB/KJ) – including Nursery Update (Item 5) CONFIDENTIAL
6	SEND/Pupil Premium Update (RB) CONFIDENTIAL
7	Governor Updates <u>Staff Wellbeing (CB/SP)</u> It was suggested that breaking down the desired improvements to staff areas into smaller units would assist facilitating these, especially with funds not being available from the PTA unless specific events were tailored to support specific items. The replacement of the existing blinds had been identified as a priority and a quote sought.

Governor Question: Could wishlists be created as an alternative to gifts made to staff?

The uptake of such an initiative was predicted to be minimal.

Staff feedback was tremendously positive regarding the water cooler, which was very appreciated and had made a huge difference.

Health and Safety (AB)

A Health and Safety walk around had been undertaken with SM, with minor points being noted and due processes followed.

Building works (KJ)

Issues with heating had led to the EYFS area and school hall being condemned. The floor would need to be lifted and pipes replaced.

Governor Question: Would it be possible to save or sell the flooring?

Unfortunately, both were impossible.

The work would hopefully begin at Easter, with a number of changes required within the school:

- Fencing removal from the nursery playground so a portacabin could be installed.
- The Year 4 class moving to the Meeting Room and Reception/Year 1 moving to the Year 4 classroom.
- The dining room floor would be replaced so it could be used as an assembly hall.
- The PPA area would be enlarged to provide storage for furniture.
- The Music Room would become a PPA area following complete repurposing, which will, hopefully, include storage for the musical instruments.
- The Resources Room would become the Music Lesson room.
- The Year 4 Cloakroom would become a break out space.
- The Hall cupboards would be improved and the stage replaced.

While the process would involve enormous disruption and upheaval, it was hoped that this would be more than outweighed by the legacy benefits created through the insurance giving priority to the continuity of education throughout.

Governor Question: Would music workshops still be possible during this process?

They would be held in either the Dining Hall or Resources room instead.

There remained the need for Nursery and Reception to have access to suitable outdoor space during this time. It was planned that the Active Zone of the playground would be used for this, and shading will be installed as another legacy benefit. Furthermore, following removal of the portacabin, the nursery playground will also be redesigned.

Governor Question: Will changes be needed to the current drop off routines?

Alterations will be required and these will be determined once other elements have been finalised and the spaces available are known.

It had also been agreed that the toilets would be completely refurbished to a new design. These would be unisex, secondary school style toilets, thus assisting staff supervision. As this part of the work is expected to take four weeks, Year 2 will also need to move.

Governor Question: When is the work due to be completed?

Although the current estimate is Christmas at the earliest, an entire year may be required. Once the moves outlined above are completed, it is not envisaged that there will be any significant issues for the school and the finished site will, hopefully, provide a positive draw for families in the future. This is another reason the school is eager for work to begin at Easter, so significant developments are visible by September, when tours will recommence in earnest.

Governor Question: What are the plans should pupil numbers increase during the process?

If another class becomes necessary then additional portacabins will be supplied, however, the Loss Adjuster would prefer to repurpose where possible rather than hire costly portacabins. In addition, due to the extra supervision necessitated by these temporary measures, the cost of employing another member of staff is also being covered by the insurance.

Governor Question: What control does the school have over the order in which work is undertaken?

The school has communicated its priorities, and professional removers are being employed for most of the initial stages, but the school has made a request to staff to come in for 1 -2 days during the Easter holiday to help set up the new classrooms. This will be compensated for by days off in lieu, the cost of which will be covered by the insurance and are expected to be a big boost to staff wellbeing and morale.

8

Clerk's Business (KS)

Self-Certification and Cyber Training

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

ACTION: All Governors to complete CST Cyber training.

Policies due for review

The Governors voted to adopt the new EYFS Policy.

Proposed: AB

Seconded: KJ

Agreed with one abstention due to lack of prior access to the document in question.

Additions had been made recently to the First Aid Policy and therefore it had been extended in its current form until January 2025.

ACTION: ME to update Policy Review Tracker.

Policy Review Process

The ideal scenario would see the policy review process managed by the school office team, however, ME was kindly taking responsibility while there was no capacity for this to be possible. The existing tracker continued to be favoured over the CST template, and all policies could now be accessed via hyperlinks from this.

Governor Question: How soon would the SBM vacancy be filled?

Candidates had been shortlisted for interview in the following week.

Updates from CST

Draft admissions arrangements for 2025 – 2026, including relevant application forms, were circulated to Governors via Governor Hub prior to the meeting. Governors agreed to determine the arrangements for Hotwells for 2025 – 2026.

ACTION: KS to inform JT regarding Governors' decision on the draft Admissions Arrangements.

9	<p>Approval of Previous Minutes and Matters Arising (CB)</p> <p>Governors' attention was drawn to an amendment relating to supply costs which had been added to the versions available on Governor Hub prior to the meeting. The Actions Arising were then reviewed (see RAG rating at the start of this document).</p> <p>ACTION: KS to follow up amendment of the Lettings Policy with SM.</p> <p>The minutes were agreed and approved. Proposed: KJ Seconded: CB Agreed with one abstention due to lack of prior access to the document in question.</p> <p>ACTION: CB to mark as signed on Governor Hub the final T2 minutes.</p>
10	<p>AOB and Close</p> <p><u>Defibrillator</u></p> <p><i>Governor Question: Would the new defibrillator be available to the community?</i></p> <p>Unfortunately, this could not be situated externally and so would not be accessible.</p>
	<p>Meeting closed at 6.25 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 ZB.
1	Welcome	SP was elected to the LGB.
8	Clerk's Business	Governors voted to adopt the new EYFS Policy.
8	Clerk's Business	Governors agreed to determine the arrangements for Hotwells for 2025 - 2026.
9	Approval of Previous Minutes and Matters Arising	The minutes of the T2 LGB meeting were agreed.

ACTIONS GRID

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