

**Hotwells Primary School**  
Meeting of the Academy Governing Body  
**Term 3, Thursday 1st February 2018, 7.00pm in Class 4 and a half**

**FINAL MINUTES OF MEETING**

<p><b><u>Governors Present</u></b> Catherine Delor, Headteacher Moyna Wilkinson, Chair Claudia McConnell, Vice Chair Rob Logan Matt Edwards Estelle Talfan Davies Chris Bond Rupert Howe Christopher Morris Chris Adams Azza Mustafa Sarah Healey Jessica Dimbleby</p>	<p><b><u>In Attendance</u></b> (non-voting) Paula Parker, Clerk Carrie Spittlehouse, Business Manager Alison Lambert, Deputy Head</p> <p>Quorum = 5 (one third in post)</p>	<p><b><u>Apologies</u></b> Deborah Douglas James DeHavilland</p>
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Item	Final Minutes of Meeting
1.	<p><b>Welcome, Apologies for Absence and Declarations of Business Interests</b> Apologies were received and accepted from JdH and DD.. Meeting was quorate. All governors present signed the attendance register. There were no amendments to the declarations of business interests. JD was welcomed as the new parent governor, having been elected unopposed in the recent parent governor election. The three new governors were given a governor induction pack by the clerk.</p>
2.	<p><b>TLS Committee Report</b> Minutes were circulated prior to the meeting (see attached).</p> <p>Items discussed at the TLS meeting were , amongst others, parent survey, spending on SEN, data and performance and class sizes. CMcC also mentioned that at the Directors Strategic Briefing, that she had attended that evening, an attendance campaign for Bristol has been planned. CMcC is planning on being involved in this and will represent Hotwells Primary School.</p> <p><u>Policies:</u> Several were reviewed and the following were approved at the TLS meeting: Anti-Bullying                  Preventing Radicalisation Behaviour                        Equality</p> <p><b>Action : Complaints Procedure Review is still outstanding. Staff to look at. Along with Managing Sickness &amp; Supporting Attendance Policy, Medical Conditions Policy, SEND and Teaching &amp; Learning Policy. Safeguarding will be reviewed later on in the year with the safeguarding report.</b></p> <p><u>Parent Survey:</u> This was carried out in November, earlier in the year than normal to allow more time for actions to be put in place. Families were given plenty of time to return questionnaires but return rate was disappointing. <b>A governor queried how many parent surveys were returned?</b> Answer – 56 families. One of the lowest scoring questions in the survey was “I know who the school governors are”, but governors reflected that the percentage of families scoring this has actually improved since last year, and is higher than compared to other local schools.</p> <p><b>Action : ME will update the photos on the governor photo board.</b></p> <p><u>Class sizes:</u> One concern raised from the questionnaires is that class sizes in KS2 are too large. CD confirmed that class sizes in KS2 at Hotwells Primary School are at the Headteacher’s discretion. The</p>

	<p>optimum class size of 30 will be generally adhered to, but the Headteacher can exercise discretion in extending the class to a maximum of 32. A governor queried whether a class size of 30 instead of 32 would affect the forecast? It was explained that budgets are not modelled on the school being full, although an extra 2 pupils will obviously bring in more income.</p>
<p>3.</p>	<p><b>Finance and Resources Committee</b> Minutes were circulated prior to the meeting (see attached).</p> <p>A Responsible Officer has now been recruited. CMcC volunteered to be the governor link to receive reports.</p> <p>The Budget was discussed, with some good news that sports funding is to be doubled. There are plans to spend this on new sports equipment. But overall a deficit for the school was forecast for next year. Expenditure was benchmarked against other schools, but there was nothing significant. Pay discussions with Unions and BCC are in negotiation at the moment. Since Hotwells is an academy the school can decide to make its own decision.</p> <p><u>Policies</u> The following policies were reviewed and approved: Health, Safety and Wellbeing Policy (2 parts) Lettings          Charging and Remissions Governor Allowances <b>Action : E-Safety Policy will be reviewed next term.</b></p> <p><u>Buildings:</u> A long list of works needed to the school has been prepared including work needed on roofs, internal doors, windows and radiators. A SIF bid is being explored for some of this. <b>Action : CS to meet with JdH to prioritise works needed.</b></p> <p><u>Data Protection:</u> With the new GDPR rules coming in to force later this year CS and MP have been looking at this in detail. At the moment it is unclear exactly what schools will need to do, but a lot is already done by the school and covered in the Data Protection policy. A governor queried the use of personal emails by governors? It was decided that most governors are not sent sensitive information, only the Chair, ViceChair and SEN governor. <b>Action: school google email accounts to be set up for MW, DD and CMcC. The Clerk to use school email account instead of personal.</b></p>
<p>4.</p>	<p><b>Ofsted Preparation</b> Packs have been prepared for governors likely to be called in the event of an inspection.</p> <p>MW also suggested recognising staff for their hard work and effort. A collection was organised, with money going towards a meal or similar for staff.</p>
<p>5.</p>	<p><b>Headteacher's Report</b> was circulated to governors prior to the meeting (see attached).</p> <p><u>Pupils On Roll:</u> Currently 226 on roll across the whole school. Nursery now has 24 pupils which takes it to capacity. Reception has 28 pupils. Children that have left this term have all moved due to family relocation.</p> <p><u>Staffing:</u> Full complement of staff. There were no queries from governors regarding pupils or staffing.</p> <p><u>Attendance:</u> This term is 93.9% but CD is not concerned about this as this is the term of illness, and is mostly younger children in R and Y1. A governor did remind everyone that there is a correlation between pupils who have poor attendance and poor results.</p> <p><u>School Development Plan:</u> The back page of the report provides a summary for governors, illustrating how governors support SDP goals. Goal 2) Maths: Governors (RH, CMcC, MW, CM) attended a learning walk last week focusing on the Maths curriculum. Classes 1-6 were visited, as well as speaking with the maths leader and looking at books. Governors were thanked for attending, and all were very grateful that they had been given the opportunity. CD read a thankyou email from one of the governors saying how impressed he was.</p>

	Goal 4) Mental Health: governors were not clear on how best to support. <b>Action: Look at Emotional Health &amp; Wellbeing in more detail at TLS.</b>
	<b>Quick Break for Tea and Coffee</b>
6.	<p><b>Discussion and Decision on future MAT negotiations</b></p> <p>A paper outlining alternatives discussed at the MAT meeting on 2<sup>nd</sup> Jan was circulated to all governors at the meeting (see attached).</p> <p>MW summarised why a decision needs to be made, and outlined the difference between the choices. The only sensible options are between collaborating with other NW24 schools to form a new MAT or joining Cathedral Schools Trust. CS gave a summary of the benefits of joining a MAT. <b>After much discussion</b>, including whether doing nothing was an option, governors held a secret ballot. Results were:</p> <p>NW24: 9 Cathedral Schools Trust: 3 Abstained: 1</p> <p><b>Action: MW to contact Cathedral Schools Trust to let them know the school would not be entering in to due diligence with CST.</b></p>
7.	<p><b>Approval of Last Minutes and Matters Arising. Inc. any Clerking Matters</b></p> <p>The minutes of the last Full Governors Meeting held on Thursday 7<sup>th</sup> December 2017 were approved by all governors and signed by MW.</p> <p><u>Matters Arising</u></p> <p>i) It was agreed that JD would take on the Pupil Premium governor role. ETD and ME would produce the governor newsletter. It was felt that an Attendance governor is not currently needed. As mentioned above (in F&amp;R committee) CMcC will be the Responsible Officer link governor.</p>
10.	<p><b>AOB</b></p> <p>There were no AOB items.</p> <p>Meeting closed at 9.15pm</p> <p>Next meeting: Thursday 22<sup>nd</sup> March 2018</p>

Highlights show queries and challenges from governors

Signed as a true record:  
Chair of Governors,  
Moyna Wilkinson

Date: 22/3/18