

The Governing Body Sefton Park School

Infants and Juniors

Chair of Governors: Corrie Bell

Headteacher: Alex Powell

Clerk to Governors: Jessica Wewer

Full Governing Body Meeting Minutes

Date: Wednesday 21 May 2025

Sefton Park



Infant and Junior Schools

Sefton Park School

Ashley Down Road

Bristol

BS7 9BJ

ITEM	AGENDA ITEM AND NOTES		PAPER S CONSI DERED
1.0	Welcome and apologies		
	<p><i>Present: Corrie Bell, Alex Powell, Emily Shuker, Helen Martin, Rachel Wills, Jane Wheelock, Ben Crowley, Amy Campbell, Claire Kearney</i></p> <p><i>Apologies: Andy Lillie, Amy Lewis, Sally Dore, Carrie Spittlehouse, Ben Seal</i></p> <p><i>Absent: None</i></p> <p><i>Attending: Jessica Wewer</i></p> <p>The Chair welcomed AP to his first FGB as the Headteacher Meeting commenced at 19:05</p>		
	<i>Present: 9</i>	<i>Quorum met (7): Yes, throughout</i>	
2.0	Clerks Report		
	<ul style="list-style-type: none"> Compliance / Training - thanks to everyone for the training and declarations. If you have started online safeguarding training but not yet completed please remember to do so. Clerk to do training on Governor Recruitment, Induction and Planning Monitoring Visits Board effectiveness Tool - this can feed into looking at the Governing Body and any gaps. Clerk to send a 'reminder' on the system. 		Previous minutes
3.0	Previous minutes/matters arising		
	<p>The previous minutes were approved as an accurate representation of the meeting</p> <p>Completed Actions</p> <ul style="list-style-type: none"> Website Audit has been completed - check this is once a year. 		

	<ul style="list-style-type: none"> ● Highlight minutes from SLT report section to Wellbeing Governor <p>Ongoing Actions</p> <ul style="list-style-type: none"> ● Succession & chairing arrangements - any comments for next FGB ● Governor recruitment: Arrange communication to parents - there will be 2 spots to fill - Use previous communication and add to newsletter and new parent email - ACTION CB/CLERK ● Check if any Governors are interested in being Safeguarding Governor. ACTION CLERK 	
4.0	Voice of the Children	
	<p>The Headteacher presented the voices children -</p> <p>– Year 1</p> <p><i>I liked going to whole school assembly because everyone is there and I sit with my friends and we get certificates. I like when the people read the news at the front. They're really funny and sometimes they make me laugh. It's nice to see the big children too.</i></p> <p>– Year 5</p> <p><i>I went to the big games... with other schools. It was fun. I liked the crash mats. I jumped really high! And soft landing. I want to go again.*</i></p> <p>– Year 5</p> <p><i>This term we've been working really hard on our play, A Midsummer Night's Dream. I was nervous at first because it's Shakespeare and that felt a bit grown-up, but we've had so much fun learning it. We get to dress up, use funny voices and act on stage like real actors. I've learned loads about teamwork and confidence – and I think I might even want to do drama in the future!</i></p> <p>*This refers to Inclusive games - specifically for children with SEND. Everything was accessible.</p>	
5.0	SLT Report	
	<p>Q: What are the arguments behind the change of SLT in the staffing structure?</p> <p>A: While retaining the AH role would have benefited the Senior Leadership Team (SLT), funding is being redirected to the full staff team.</p> <p>Phase Leaders will cover three-year groups.</p>	Leadership Report

- This is a **staff development opportunity**.
- Specific tasks for Phase Leaders include **Pupil Premium (PP) monitoring and assessments**.

One teacher will be released across the whole school to provide **more PPA (Planning, Preparation, and Assessment) time** for teaching staff.

- This initiative aims to provide staff with focused time for professional development (90 minutes per week).
- The positive impact of this focused time is expected to benefit pupils.
- A **Spanish teacher** will deliver Spanish lessons during PPA and Continuing Professional Development (CPD) time. . Another member of staff will deliver music and computing during this time. This will improve the provision of these subjects for pupils.
- Teachers will participate in a **coaching/mentoring program** during some of their non-classroom time.
 - The Headteacher described teachers recording themselves teaching and using these recordings to explore coaching questions for improvement.
 - Over a six-week term, teachers will have:
 - Two coaching sessions
 - Two subject leadership sessions
 - Two self-reflection sessions
- Governors noted that this approach allows teachers to choose their development areas, aligning with Julian's presentation last term.

Staff Meetings/Training Focus

This year's staff meetings and training will delve deeply into two key areas:

- Rosenshine principles
- Adaptive teaching practices

Q: How much has this been talked through with staff and what was the reception?

A: There was a mixed response due to communicating a lot of changes in a short pace of time. Some overwhelm/anxiety about teachers recording themselves, some are keen to be early adopters. There was an information dump on day 1 but from now there will be a slow roll out of changes. This will begin in T1 next year.

The Headteacher confirmed there is a check in point for feedback each term.

Staff Governor reflected the Headteacher's comment about mixed reactions; people have different relationships to change.

It was clarified that teachers always experience monitoring of performance. This approach is less like being assessed and giving the teachers the choice of what to review and improve on. It gives them more control over the process. It's not observations, that's different.

Q: Have you considered peer to peer review? So the coaching comes from a peer rather than a superior

A: Yes it was considered but is not financially viable as it involves releasing two teachers at the same time.

Q: What are the nursery intake numbers?

	<p>A: Reception is full. 58-60 pupils. It was unknown whether that is due to Bishop road reducing their form entry and Dolphin school closing. Nursery numbers are low, 12 places short. The school was unable to do tours due to building work. Advertisements are going out in <i>Bishopston Matters</i> to try and recruit more pupils. Feeder nurseries are also being targeted.</p> <p>Q: Are there enquiries for other years as a result in other provisions closing/reducing?</p> <p>A: No - 3 new starters but not from these</p> <p>Q: Why did pupils leave this school? This is useful for Governors to know</p> <p>A: Unsure, will provide this information in future reports.</p> <p>The Leadership report says <i>Staff are also looking for more consistency particularly with regard to behaviour management and expectations across the school.</i></p> <p>Governors noted that they had attended the new Headteacher's assembly and behaviour was raised in an appropriate way.</p> <p>The school will consider whether a Governor could attend the SEND day on 9th July.</p> <p>Governors expressed that an Attendance rate of 95% should be celebrated.</p> <p>The SLT elaborated that the use of the nest provides a safe space for children to go to which helps with attendance/getting them through the door. A lot of work has gone into supporting attendance.</p> <p>The Headteacher clarified that time out for PE and assemblies - this is not a formal arrangement but allows teachers to use the time to work unless needed to support specific children.</p>	
6.0	F&R Committee	
	<p>The staffing structure was reviewed in detail, and lots of questions were asked.</p> <p>The committee reviewed the outturn for this current year which shows a ~£45K deficit instead of ~£56K. The carry over is reduced to 73K</p> <p>The SBM had provided a helpful report on the budget for the next academic year. The committee agreed it's really important to split out the SRB. It was acknowledged that it's difficult to split out certain operational costs eg. electricity, cleaning.</p> <p>The following quotes are from the Report to Governors:</p> <p style="padding-left: 40px;">Budget Year 2024/25 – Final Outturn “The forecast outturn at the end of Q3 predicted an in-year deficit of -£56,065, the final figure was an in-year deficit which was slightly lower of -£45,367. This means our previous brought forward balance from 23/24 of £118,745 has been reduced to £73,377.”</p> <p style="padding-left: 40px;">Budget Year 2526 “We have budgeted for an in year surplus for the whole school for 2526 of £71K, £40K of this is attributed to the school and £31K to the Resource base. This does though not include any allocation of operational costs from the school to the Resource Base which in effect would reduce the surplus in the Resource Base from £31K to £17K.”</p> <p>The committee agreed to recommend the following budget to FGB: 2526 Income figure for the whole school is £2,920.5 (‘£000) and expenditure £2,849.1 (‘£000) giving an In Year position surplus of £71.4k</p>	

	<p>Governors approved the budget as detailed above</p> <p>Q: How does the £40K surplus compare to previous years?</p> <p>A: This year there was a £45 deficit. The £40K could be absorbed by support for 2 children who attend without funding in place. It's good to keep a buffer but £40K is a lot. There have been savings related to changes in SLT.</p> <p>Governors suggested that available money should be used for education of children in the school now and there is an option to submit a balanced budget.</p> <p>A concern was raised that the dyslexia support could have been reinstated but it hasn't been. The school explained that there is a potential that the SRB has been understaffed so someone may need to be employed for intimate care work.</p> <p>Further explanation was given that the previous dyslexia support was very bespoke to that staff member. There is lots of support within the classroom for dyslexic children. Some children do need out of class interventions and the school has invested in the technology to support lower attaining readers - most of these are dyslexic. In T1 more adults will be trained to support children. Colourful semantics is also an intervention which happens in class which will help dyslexia.</p> <p>The Headteacher mentioned that there are 15 staff members who are 1:1 with pupils and no central overview of what interventions are happening when - this will be centralised so interventions can benefit multiple children at once.</p> <p>It was confirmed that the interventions described are benefitting current pupils and that the academic tutor will remain and is listed as a Teaching Assistant on the staffing structure. There is a measurable impact of this support.</p>	
7.0	CCS Committee	
	<p>The Chair of the committee had sent the following summary of the last meeting:</p> <ul style="list-style-type: none"> • We had quite a long discussion to understand a proposed new assessment system to replace PITA. The proposed system would measure outcomes and use teacher judgement, rather than just measuring access of the curriculum which has been found to not be so useful or accurate over time • We were shown the safeguarding audit approach which will flag anything rated as amber to governors, just minor things were flagged as amber so far eg updating the website • We discussed the Ofsted report areas for improvement which were very aligned to what leadership had already observed and been acting upon eg consistency in teaching the curriculum. We will encourage more governor visits and discussed that looking at books would be a helpful focus • We heard of the need to measure interventions so that leadership understand what is working and what isn't <p>The Ofsted report will be submitted to GovHub for Governors to see and ensure the communication has gone to parents</p> <p>The school felt the report was fair and the area to work on was an area already identified and being worked on. The chair thanked everyone who was involved in Ofsted inspection.</p>	

	<p><u>Governor visits</u> -</p> <p>There was a discussion around barriers for Governors to visit the school and how visits can be done in a supportive way.</p> <ul style="list-style-type: none"> • Difficult for Governors to identify inconsistencies during a visit. • Regular visits will help with an understanding of what could be noticed. • Witnessing rather than judging. The school can provide suggestions of what to look for during visits. <p>It was agreed to put something in place in T6 ready for next year. Writing, Zones of regulation and presentation could be focus areas.</p> <p>It was noted that Governors have put in lots of time during the last 2 years relating to SRB and HT recruitment etc. Governors commented it can be valuable to speak to the pupils during visits.</p>	
8.0	Policy Review	
	<p>Health, Safety and Wellbeing [Proposed by F&R]</p> <p>Governors approved the policy</p> <p>Date on front cover - to be clarified.</p>	
9.0	Surveys	
	<p>The Parent and Carer Survey will be arranged by a parent governor. ACTION CB and HM to meet In considering how to capture more responses from under represented groups, it was suggested to approach parents during parents evenings in the future.</p> <p>Surveys to go out early in T6, for 3 weeks and support with whatsapp messages.</p> <p>Staff Survey will be arranged in the same way and the Wellbeing Governor can analyse the responses.</p> <p>It was confirmed that there is an existing pupil survey which will go out in T6.</p> <p>Logistics - Survey monkey - enables to ask questions purely to parents with SEND children and allows analysis of responses so that, for example, responses relating to bullying can be checked against demographics.</p>	
10.0	HT Transition	
	<p>The Headteacher expressed how intense the first term has been, noting that some things that happened were planned and some were unexpected. He reflected that things will get easier and recalled the advice from the previous head that Term 5 is busy due to recruitment, resignations, and organisation for next year.</p> <p>Q: Are you feeling supported? A: Yes, the HR team at Bristol City Council has been amazing and access to a coach/mentor is helpful.</p> <p>Q: Have you decided to join the NW24 Teaching and Learning Partnership? A: Yes - informal partnerships with Glenfrom and Ashley down schools which has been good when it happened. NW24 provides more structure. It's a cluster of schools to share best practice and resourcing. All the schools are Bristol based primaries. Included is; organisational structure, annual conferences, away days, moderations, transition templates. It's a paid membership.</p>	

11.0	SEND Resource Base Unit Update	
	<p>An issue with BCC relating to the school number has been overcome. Staff have been employed and are ready to go.</p> <p>Q: Where are the children coming from?</p> <p>A: One from Sefton and 2 from other mainstream primaries.</p> <p>This is the first stream, there will be 4 stream of 3 children and all 12 names are known.</p> <p>Q: If they are Sefton, is there a preferential place?</p> <p>A: No, it's related to need and the family can list a preference.</p> <p>Q: Are the ages different?</p> <p>A: Yes - Reception to Y5 - because of the needs a similar level or care is needed, developmental stages are similar.</p> <p>Q: Is gender balance a factor?</p> <p>A: Yes - there is a large waiting list, the school ensured there is a reasonable gender balance.</p> <p>Governors questioned whether there was any risk to the school or the council to continuing the provision without an SLA. The Headteacher agreed to chase the council regarding this. ACTION AP</p>	
12.0	Wellbeing	
	<p>HT has met with staff to ask how they are feeling.</p> <p>They have fed back that there is more clarity now.</p> <p>Wellbeing will be monitored as changes are implemented.</p> <p>Q: Wellbeing over winter declined due to cold in the building - any thoughts on this for next winter?</p> <p>A: It has a significant impact. There is a limit to what we can do due to high ceilings and lack of insulation.</p> <p>Q: have you had building energy efficiency surveys?</p> <p>A: To insulate stone walls would cost millions. The roof is being repaired in phases.</p> <p>Governors agreed to keep a track of this during the autumn and winter months.</p>	
13.0	AOB	
	None	
Meeting closed:	21:05	

Actions Agreed at Meeting		
3.0	Communication to parents about Governor spaces	CB/CLERK
3.0	Canvas interest in Safeguarding Governor role	CLERK
9.0	HM and CB to meet regarding surveys	HM/CB
11.0	Chase council re: SLA	AP

Summary of Documents and Policies Agreed/ Ratified/ Adopted or if sub-committee – to be recommended for adoption by FGB

Agenda Item	Policy/Document	Action
6.0	Health, Safety and Wellbeing	Approved