

Beenham Primary School, Full Governing Body meeting

24th June 2026 7-8pm

Held Virtually

Minutes

Present	• James Tobin (JT) - Chair of Governors, Finance Governor, IT link Governor • Sophie McBean (SM) – Headteacher • Bev Sharp (BS) – Staff Governor and SBM • Vicky Thirkell (VT) (Remote) – Vice Chair, Safeguarding Governor and link Governor for wellbeing • Georgina Gray (GG) - Co-Opted Governor Governors at the meeting met the quorate
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Item no		
1	Apologies for Absence Tanya Galliara was absent	Chair
2	Declarations of Other Business None	Chair
3	Declaration of Interests None	Chair
4	To approve the minutes of the last meeting held on 21st April The minutes were approved by the FGB with no amendments.	Chair

5	Matters Arising from the last meeting held on 21st April Action – to discuss at the next FGB how the school is marketing itself to gain more children in and out of catchment. - carried forward Action - SM asked whether BS could get some clarification from this person regarding the free breakfast club offering - COMPLETE Action – BS to ask any school club businesses for a termly donation to contribute towards school use costs. - carried forward Action – FGB members to review the quotes on MS Teams before the budget approval meeting. - COMPLETE	Chair
6	Barbara Hunter workshop feedback Barbara Hunter came to the school to help it reflect on its strengths and its areas to focus on for growth. Barbara noted that there are consistent and effective routines used throughout the school which ensure all classes are calm and children are learning focused and not distracted. Classes are highly inclusive with adaptations to seating places and 'rules' in place for some children for leaving the classroom if they have to. Relationships across the school with children and adults are strong and are a bedrock for the ethos of the school. These areas reflect on the school's strengths around behaviour and culture, as well as inclusion. Key areas for development included setting expectations on staff and children regarding children's books, which includes creating a presentation policy and handwriting policy, using pupil voice in class and out of class to talk regularly about what teaching helps them to learn, generally about their learning and safeguarding, and to have more staff on lunch time duty for supervision (SM noted that this has already been actioned). SM has already spoken to teachers regarding books standards and can already see some of the new rules being implemented (one example was an English book which SM reviewed recently). VT asked SM about how standards will be followed and checked. SM explained that book reviews will be a more thorough part of learning walks, and that Governors should also be able to review books for progress during observation meetings. SM may also put a termly staff meeting in to look at books from different subjects. SM shared some images generated by AI, which were created to represent various topics that the children are learning. These are examples of what could be inserted into the children's books to help	SM

	them understand what they are going to be working on and be a hook for engagement. The pupil voice focus was noted to help children practice speaking and listening, and practice oracy development. Talking about what the children are learning also encourages making connections with what they are learning. SM will aim to have various sessions take place across the school during each week. SM did use pupil voice in assembly following this and focussed it on safeguarding. The children were asked about the different coloured lanyards worn at school and how to identify safe adults. After the assembly SM and BS decided to also buy green visitor lanyards for identifying visitors with DBS checks cleared, since all visitor lanyards were red. Now the colours are as follows: Green visitor lanyard, Black governor lanyard, Staff lanyard, yellow DSL lanyard are all okay to walk around school by themselves. Red lanyard visitors should be accompanied at all times, and if a child sees someone with a red lanyard alone should immediately find a member of staff. Children have now learnt this procedure for adults with lanyards. VT noted that when governors have done pupil voice it has taken some encouragement to get the children to speak. SM explained that this is being shy. GG asked whether SM kept records of what is covered in assembly for safeguarding purposes. SM explained that the assemblies are not recorded in that way, but if anyone (like Ofsted) asked SM would explain that the school regularly talks to children about safeguarding, and that the proof would be asking the children about it. JT observed that children were looking at his black lanyard when he was last in school, which felt like a change in behaviour. JT asked whether a different colour lanyard should be used for larger events at school, for example the Christmas Play, to denote who is signed in. SM explained that in these events staff are everywhere, and visitors only go from the entrance to the hall. BS thought labels might be a good idea for visitors coming in for the story sessions. JT suggested it may be worth doing a “test” of the lanyards and ask someone who is known to be safe to walk around without a lanyard and see how long until it is reported to staff, then have a prize for the person who spots this. GG suggested she could be this visitor on 10th July when the FGB meeting is onsite. JT asked whether the new CCTV (when installed) would help from a safeguarding perspective during lunchtimes. SM said it would help to	
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	have evidence whenever there is an incident, but this is always after the fact. Installation was discussed and a SPAR form needs to go to West Berks for the project. Action – BS to raise a SPAR form with West Berks to approve the CCTV installation As a side it was noted that the Data Protection Officer at WB has left but has set up his own business. The school has just paid WB for DPO services, and since WB doesn't have a DPO now the school would prefer to use his external services. Action – BS to request a refund from WB for DPO services and engage with the consultant directly. Barbara's feedback also mentioned that the school could aim for the Strong stand for inclusion in the new Ofsted framework. The practice is believed to be there already, but the recording of the evidence needs to be formalised. SM is working with George Bell-Barratt on this. SM has also had meetings with a Maths lead and an English lead to review the school's curriculum. SM confirmed that the FGB will review some of the children's books on the visit on 10th July at school.	
7	Parental Engagement A discussion was had around how the FGB engage with governors. (parents) Feedback questionnaires have been sent out in the past to parents, and feedback was always positive in responses. It was also noted that parents haven't contacted governors directly about any comments/issues for many years, and governor contact details are on the school website. However, the FGB discussed that they should also follow a more proactive approach to increase parental engagement. A suggestion was made that governors could come to parents' evenings and speak to parents who were waiting to see their class teachers. There is normally a high turnout of parents at parents' evening. Governors have also had open mornings in the past at school, but parental attendance was low at these open mornings. The school has a school calendar of events, such as Pride of Beenham being held on 3rd July. JT said that he would attend this to speak to parents.	JT

	VT asked if the calendar can be shared with the FGB. BS suggested that the FGB get access to Class Dojo to keep up with all the events. Action – BS set up the FGB on Class Dojo Having a dedicated governor email address for parents to use was discussed, but it was noted that the email address for JT is already on the school website for parents to use. Governor panels were also discussed, and small groups of diverse parents could be invited to come to talk about specific areas (for example SEND support, behaviour policy, or the reading curriculum). SM thought this would work and suggested once a half-term, which would make six a year. SM suggested Friday mornings after assembly because parents are normally on site at that time. VT suggested to alternate with an evening slot for parents who cannot be onsite in the morning. Action – JT to work with SM and BS to set up the first Governor panel The FGB discussed shadowing parent survey actions. The school receives feedback from parent surveys (circa 20+ responses from a pool of 38 families last time), but these are not always directly shared with Governors. The school does take action based on the feedback, but Governors could be more involved in the monitoring of this feedback. Action – SM to bring Parent Survey data to the FGB after the results are received, and the actions from the surveys will be tracked in each meeting. Due to a couple of recent departures from the FGB, it was noted that more parent governors are required. Action - SM will advertise for new parent governors and BS/SM will speak to some potential parents about the role Action – JT to set up a short questionnaire for parents to review next meeting A discussion was also had around governors being around during parent drop off and pick up times. Action – Governors to be around on Friday 10th July before assembly to speak with parents at drop off	
8	Safeguarding Update BS and SM led the assembly on Pupil Voice which focussed on safety at school.	SM

	A couple of cases are being escalated and are not taking up a lot of time yet, but this is expected to increase. Some parents have not been sending their children with water bottles, hats and sun cream which is being treated as a safeguarding issue. SM has been focussing on this and having discussions with those parents. SM and BS completed the Brooks traffic light training course which is a framework to identify, understand and respond to sexual behaviours in children and young people.	
9	Chair's notices/AOB - Arrange dates for 3x half day monitoring visits – next meeting due to time - Request to send any monitoring reports not on Teams already VT and JT to add any reports to the governor monitoring visits folder - Link Governor monitoring discussion – next meeting due to time - Setting up FAQ for Ofsted questions - next meeting due to time	Chair
10	Upcoming scheduled meetings: 10th July 2026 at school, 9am – 12pm (including observation hour)	Chair

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