

Beenham Primary School, Full Governing Body Meeting Minutes
12.12.25 at 10am-12pm (Held at school)

Present	<ul style="list-style-type: none"> • James Tobin (JT) - Chair of Governors, Finance Governor, IT link Governor • Vicky Thirkell, Vice Chair of Governors and Safeguarding Governor • Sophie McBean (SM) – Headteacher • Bev Sharp (BS) – Staff Governor and SBM • Jennifer Campbell (JC) – Parent and SEND Governor • Simone Hobbs (SH) – Parent Governor <p>Governors at the meeting met the quorate</p>
In attendance	Sarah Renaut

The meeting started at 10am

Item no		
1	<p>Apologies for Absence</p> <p>Apologies from:</p> <p>Graham Carr</p>	Chair
2	<p>Declarations of Other Business</p> <p>None</p>	Chair
3	<p>Declaration of Interests</p> <p>None</p>	Chair
4	<p>New Co-opted Governor</p> <p>The FGB voted in Sarah Renaut as a Co-Opted Governor. We thank Sarah for her support!</p>	Chair
5	<p>To approve the minutes of the last meeting held on 14th October</p> <p>The minutes from 14th October were approved without amendments</p>	Chair

6	<p>Matters Arising from the last meeting held on 14th October</p> <p><i>JT to follow up with GC to arrange his SDP monitoring visit/call - follow up completed, but monitoring not arranged yet.</i></p> <p><i>SM to share attendance numbers after the internet is resumed – new attendance data today superseded old figures</i></p> <p><i>JT to arrange HTPM meeting with resource from WBC - completed</i></p>	Chair
7	<p>Headteacher Update</p> <p>Formal write-up was provided in advance.</p> <p>No complaints received at school, and school has had compliments from visitors considering sending their children to school for the environment and for being homely. An autism advisor from the LA was also impressed by the environment and the provision for our children. An educational psychologist also commented that Beenham was the best mainstream environment she had ever seen.</p> <p>The Christmas production was very popular, and £300 was donated on the day.</p> <p>New report follows the new OFSTED categories – 9 rather than 5. The next meeting will have a data summary from last year and the plan for this year. The IDSR provides OFSTED with the data. SEF grades were not included in this report; the SLT are going through the OFSTED toolkit and SM is attending SEF training in the Spring Term.</p> <p>Achievement - Good start to the year with focus on year 6. There is a new plan for SATs data this year which is already in progress. In January booster club will begin for additional learning.</p> <p>Across the school more evidence in the school books demonstrates that the new curriculum is working well. The new approach to writing is working well for children. The school year will show the long-term impact across the school. A highlight is the current year 2 assessments, and this group are doing really well. This group are the first to go through the play-based curriculum at the school, and they are looking well above national average.</p> <p>Curriculum & Teaching - Writing approach continues to be developed for the curriculum. There have been three inset sessions for securing attention. There will be another review next half-term, and there is a small amount of fidelity required to complete this.</p>	SM

	<p>Inclusion and SEND – This is always a priority at the school, and all pedagogy has everyone in mind. External feedback has been really promising. The SEND need in school has skyrocketed since September which is a challenge. 2 TA's are required for full 1:1 support which puts pressure on the rest of the school. This is a nationwide challenge in all schools. The LA are understanding and supportive, but there are no additional funds to support.</p> <p>SH asked whether volunteers could support, but SM confirmed that this is not possible in these circumstances.</p> <p>Early Years – the intake of 5 are settled and learning is progressing. They are completing phonics and early writing, all is in a good place.</p> <p>Behaviour, Attendance, Attitudes – the securing attention implementation is working. When there have been situations with children this has been settled well. Children are also recognised and parents contacted when so. Attendance is generally high, but there are a few persistent absentees that can impact attendance percentages.</p> <p>Safeguarding – fully met the criteria for secure safeguarding. The school are pleased with how safeguarding is implemented, and there will be a safeguarding report section each meeting. The school is confident that their processes are secure and robust.</p> <p>Personal Development and Wellbeing – Main development this year is teaching soft skills in Tala class. The skills learnt in this cohort should escalate up through the school as they progress.</p> <p>Leadership and governance – Leadership focus is around consistent securing attention. The SDP is fully developed, and SM will continue to work on this for the Spring term. Governor monitoring has begun with further meetings to be confirmed shortly. Teachers are getting ECP and SENCO entitlements and getting the time they need. Class teacher performance management has been completed, and ECT reports have been submitted.</p> <p>Staffing – no recruitment no resignations, everything stable.</p> <p>SEND and Inclusion training has been attended, Mr. Bell-Barrett is completing his SENCO training. 3 inset days and two twilight sessions have been completed around securing attention.</p> <p>JT – are the team asking for training that they aren't receiving? SM confirmed there is always need for training, the school make training as achievable as possible. There could be more, but reality, time and budget constraints limit this. VT confirmed there is already a lot of training going on.</p>	
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	VT asked whether the ECT's are doing well, SM confirmed that they are. Our two ECT's will no longer be ECT's at the end of the year.	
8	<p>Attendance</p> <p>The school is at 91.8% attendance, which has increased in the right direction. There are ten pupils who are persistent absentees, which remains a challenge at the school. There are a range of reasons behind the absences, including EBSA and medical. The school are doing everything they can to support. The school is having more meetings with parents, using attendance plans, letters home and requesting medical letters to explain the absences.</p> <p>JT acknowledged that the school were doing everything they could do to stay on top of it.</p>	SM
9	<p>Part II Primary school surplus places</p> <p>See Part II Minutes</p>	SM
10	<p>Finance Update</p> <p>BS has uploaded the budgeting monitoring report to the Teams channel.</p> <p>Fire doors – still need the kitchen roller to be linked to the fire alarm. School census – 3 queries responded to, which were correct and now authorised by the DfE.</p> <p>Emergency lighting – found a cheaper installer for this for around £1555</p> <p>Vandalism – racial language was drawn on the playground with chalk and sheds had been opened during an evening when the community room was being used. Electric gates are too expensive. The recommendation from WBC was to install dummy CCTV cameras on the site. JT disagreed because dummy CCTV cameras are useless, and that we should look into real CCTV cameras. The FGB recommended that the Parish Council should be approached to investigate the cost of real CCTV considering that they own the Community Room.</p> <p>Staff room wall cracks – there has been a site investigation which suggested that the building foundation is not as deep as it should be for the soil type around the building. Deeper bore holes are going to be used in the Christmas Holidays, and underpinning could be an answer. The cost should go over £10,000, which means it should fall into a WB capital grant project, where the school will need to pay 5% of the cost.</p> <p>School budgets were discussed with the main school budget being £30453 in surplus.</p>	BS

	<p>The school finance auditors are coming to school on January 13th and 14th which BS is preparing information for.</p> <p>The school received a £1,000 donation from someone in the local community, the FGB pass on their thanks to the donor.</p>	
11	<p>Catering tender</p> <p>There was a lot of work on school lunches. The contract with Caterlink ends in March so the school needs a new supplier. Beenham ran a joint tender with two other local schools for a new supplier. Three organisations responded to the tender and all responses were scored by the schools. Interviews were also run for each supplier. Stir were selected as the highest scorer and their local presentation. https://www.stirfood.co.uk/</p> <p>Governors approved the selection of Stir for the school's catering, and thanked BS for her work on the tender process.</p>	BS
12	<p>PPG Update</p> <p>Covered in HT update</p>	SM
13	<p>SEND Update</p> <p>Covered in HT update</p>	SM
14	<p>Safeguarding Report</p> <p>SM sent a report in advance. All staff have completed safeguarding training, and all staff have completed PREVENT. BS and SM have completed PREVENT courses 2 and 3 as well. SM also completed a course on child sexual exploitation.</p> <p>4 children in school have an EHCP, and 3 waiting for a needs assessment, and 3 more having applications completed for the end of term.</p> <p>28 children are on the SEND register which is over half the school.</p> <p>5 children have been open to Children Services, and 6 children are persistently absent.</p> <p>Universal safeguarding training was run at the start of the year, followed by follow up training later in the term.</p> <p>Staff know that they need to See it, Say it and Follow it up whenever something is noticed.</p>	SM

	VT has completed all her safeguarding training, and governor training is being recorded by the Clerk.	
15	<p>Review of the SDP</p> <p>SDP monitoring is ongoing, with VT and JT coming to school on Monday to discuss this further.</p>	SM/ VT - all
16	<p>Policies for review/approval</p> <p>The Safeguarding Policy was approved by the FGB as it is a standard model policy.</p>	BS/ HT
17	<p>Chair's notices/AOB</p> <p>We have been contacted by someone interested in a governor, and a meeting is occurring next Monday.</p> <p>JT reminded all governors to complete their training and to submit their certificates to the Clerk RT.</p>	Chair
18	<p>Upcoming scheduled meetings:</p> <p>Next meeting to be scheduled at meeting</p> <p>Next meeting will be held on February 10th at 7pm-9pm on Microsoft Teams.</p>	Chair

Actions

Action	Owner
No Actions were required	NA